

## **EAST BAY REGIONAL PARK DISTRICT**

### **FIELD/OFFICE SURVEYOR**

#### **GENERAL FUNCTION:**

Under direction of the Senior Chief of Survey Party, is responsible for planning and leading the fieldwork of the survey crew. In addition, performs the more difficult surveying duties and resolves discrepancies in surveying data as it applies to both field and survey office work.

#### **ESSENTIAL FUNCTIONS:**

Leads and performs survey work as requested for topographic mapping, real property boundary surveys and maps, preparation of legal descriptions, construction staking, and miscellaneous survey requests. Jointly maintains the survey request job book. Monitors the usage of various survey equipment, such as, electronic total stations and Global Positioning Systems (GPS), data collectors, and electronic bar code instruments in the field. Makes coordinate geometry calculations using specialized software. Makes conversions from Latitude and Longitude positions to State Plane Coordinate System. Performs network adjustments and prepares data to import into AutoCAD Drafting software. Performs legal research for real property boundary surveys; obtains and interprets title reports, deeds, and court records. Upon review by the Senior Chief of Survey Party, prepares "Record of Survey" maps to be filed with the County Recorder's offices. Prepares consultant contracts for photogrammetric mapping, GPS, topographic mapping, and boundary resolution.

#### **OTHER FUNCTIONS AND DUTIES:**

Analyzes complex survey data, prepares traverse control diagrams, makes complex calculations, and adjusts data as needed; adjusts and performs maintenance on survey instruments; oversees operation of field crew and assists as necessary; makes field decisions on how to best approach a project; performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

Education: Equivalent to completion of twelfth grade and a minimum of 60 semester or 90 quarter units of college credit with major course work in the discipline related to prospective duties; and

Experience: Two years of non-professional survey experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of basic surveying techniques and construction operation. Ability to plan, evaluate, and communicate survey activities to Park District Staff, consultants, contractors, and other agencies. Ability to keep field notes, read contract drawings, plans, and specifications. Ability to operate and perform maintenance on survey instruments. Ability to read data collection files and run data collection software. Ability to make complex calculations. Ability to make

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decisions in the field. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

Possession of a State of California Licensed Land Surveyor in Training (LSIT) or State of California Land Surveyor License is desirable.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Senior Chief of Survey Party

May direct Survey Technicians in the field and Drafting Technician on a project basis.

Employment Category: AFSCME, Local 2428, Monthly Salary Effective 1/1/04: \$4,676.53 - \$5,128.93  
Replaces "Chief of Survey Party"  
Adopted by Board: February 2, 1988  
Revision Approved by General Manager: December 18, 2003  
Salary Revised per Joint Equity Committee Effective 1/1/04  
Adopted by General Manager: October 5, 2004