

CITY OF BURBANK

LAND SURVEYOR

DEFINITION

Under general direction to plan, organize, and oversee all land survey-related functions; and perform related work as required.

ESSENTIAL FUNCTIONS

Operates transit and level in the conduct of a variety of surveys such as property, topographic, cadastral, construction, and level; sets up, adjusts, and operates instruments to establish control points, lines, angles, elevations, grades, and contours; makes accurate field sketches, notes, and records; computes areas, distances, grades, and typical field calculations; sets survey monuments and benchmarks and prepares corner records; assists in directing survey party or conducts party in the absence of the engineering supervisor; locates underground facilities using common survey techniques; cleans and adjusts survey instruments; performs computations and delineation to reduce field survey notes; performs a variety of office surveying work including drafting functions, researching existing records, and compiling and analyzing data required to support current engineering projects; prepares, reviews, and signs legal descriptions, including but not limited to easements; ensures compliance with the Professional Land Surveyors' Act and Underground Service Alert law; supervises, trains, and evaluates employees; provides and maintains survey orientation training for Pipefitter Apprenticeship Program; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – applicable local, state, and federal laws, including, but not limited to, the Professional Land Surveyors' Act and Underground Service Alert; survey principles, methods, and techniques; principles and practices of sound personnel management and supervision; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951).
- Skill in – utilizing modern engineering survey instruments, equipment, and computer software, such as Total Station, Global Positioning System (GPS) receivers, Geographical Information Systems (GIS), and AutoCAD; utilizing computer software for calculations.
- Ability to – create basemaps utilizing AutoCAD; perform survey calculations; understand and interpret legal descriptions; make accurate field sketches and records; take, interpret, and reduce field notes; research survey records; communicate effectively both orally and in writing; conduct a survey party; supervise and direct work of others; establish and maintain effective working relationships.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, completion of two years of civil engineering or surveying course work in an accredited college or university and five years of

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engineering survey work as a member of a field survey party with at least one year of experience as Party Chief (crew leader). NOTE: Two years of office survey work may be substituted for two years of field survey work. Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

License & Certificates: A valid California Class "C" driver's license or equivalent and registration as a Professional Land Surveyor by the State of California Board of Professional Engineers, Land Surveyors, and Geologists at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Additional course work in civil engineering or surveying; two or more years of supervisory experience; experience with ArcGIS and Carlson Survey software.