

## SURVEY ENGINEER

### DEFINITION

To plan, coordinate and supervise surveying activities and real property program in the City and to perform related right-of-way engineering duties related to development processing.

### DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification and is distinguished from other classes by the level of responsibility assumed, complexity of duties assigned and independence of action taken. Employees perform difficult and responsible types of duties including providing technical and functional supervision over assigned professional and technical personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### SUPERVISION RECEIVED

General direction is provided by the City Engineer.

### SUPERVISION EXERCISED

Responsibilities require supervision of professional and technical engineering staff.

### ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Directs, plans and supervises all aspects of surveying activities and the real property program.

Prepares and approves legal descriptions of Real Property and Right of Way Maps.

Directs and supervises the review of development plans, subdivision maps, and grading plans.

Acts as Flood Plain Administrator, or designee, and review all development permits pertaining to properties in flood plain.

Negotiates contracts with independent contractors involved with right-of-way acquisitions, appraisals, negotiations and relocations; provides direction as needed.

Reviews and responds to Planning Department referrals for development processing and future developments.

Administers and coordinates contracts with professional engineers, surveyors and photogrammetrists.

Initiates studies for Assessment Districts.

ESSENTIAL DUTIES (continued)

Makes field investigations of problem areas such as landslides and street failures.

Acquires right-of-way for City projects, through the dedication process.

Supervises the City of Hayward Base Mapping Program.

Consults with City Attorney's office and outside legal counsel regarding preparation, coordination and follow-up involved with acquisition of real property through eminent domain procedures.

Prepares and supervises the preparation of subdivision maps and Records of Survey of City property and streets.

Supervises the preparation of Precise Plan Lines and Annexation Maps.

Prepares environmental studies and evaluations, initial studies, negative declarations and notice of exemption.

Recommends on contracting with independent appraisers, relocation specialists and negotiators, and supervises their work.

Negotiates for the execution of deeds, quitclaims, agreements, partial releases, partial reconveyance and other instruments.

Prepares, approves and reviews cut sheets for City projects and private development.

Attends meeting as the representative of the City Engineer.

May be authorized by City Engineer to act as the City Surveyor to sign maps and execute related documents pursuant to State Law.

Prepares written and oral reports and correspondence to City Council, City Manager and City Engineer.

Assists other departments in preparing reports involving real property.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

Surveying and land law.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of:

Principles of appraisal techniques, property management, condemnation procedures, title and escrow procedures, real estate law and relocation assistance law and procedures.

Civil Engineering principles as applied to surveying.

Laws related to securing of right-of-way for streets and highway purposes.

FEMA flood maps and ability to review elevation certificates to comply with building requirements, review CLOMR and LOMR applications.

Subdivision Map Act and the Land Surveyor's Act.

Property acquisition and relocation guidelines related to state funded and federally funded projects.

Ability to:

Supervise technical staffs and plans a work program.

Communicate effectively orally and in writing.

Meet deadlines.

Maintain effective working relationships with co-workers and the public.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of increasingly responsible survey experience related to public works design, construction, and right-of-way including one year of supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in Civil Engineering or related field. Appropriate experience may be substituted for education on a year-for-year basis.

EXPERIENCE AND EDUCATION (continued)

License and Certificates:

Licensed as a professional land surveyor in the State of California. Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; travel independently to fulfill assigned duties and responsibilities; use standard office equipment and current software; work in a field environment when needed in various weather conditions; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

778CS98

July 1998

March 2015

AAP GROUP: 3

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt