

**Summary of Duties:** An Engineer of Surveys plans, organizes, and directs the work of personnel engaged in preliminary, property, construction, topographic, geodetic, and hydrographic surveying in addition to performing responsible administrative work as the head of the Survey Division in the Bureau of Engineering. In this class an employee applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** An Engineer of Surveys directs a division engaged in engineering survey activities. Assignments normally are given verbally and in writing and results are evaluated. The incumbent has considerable independence in developing and interpreting division operating policies and in carrying out the details of the work. General policy decisions are resolved in conference with the City Engineer. An Engineer of Surveys as a bona fide supervisor, is responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, and evaluation of performance.

**Examples of Duties:**

**An Engineer of Surveys:**

Directs all survey activities for the Bureau of Engineering, including preliminary, property, construction, geodetic, hydrographic, and topographic surveys;  
Directs a program of fiscal control for the Survey Division to ensure economical operations as compared to the cost of similar work in private projects;  
Directs special research, engineering, and statistical studies;  
Prepares the annual budget for the Division;  
Coordinates the work of the Survey Division and other divisions in the Bureau of Engineering;  
Prepares cost estimates and reports;  
Confers with the City Engineer, Bureau of Engineering division heads, Federal, County, State, and other public and private engineers and executives regarding past, present, and future City surveys;  
Acts as consultant to the Department of Public Works and other City Departments and groups in survey matters;  
Resolves problems of employee morale, discipline, suspension, discharge, and transfer referred by subordinate supervisors;  
Allocates personnel to different offices for survey assignments;  
Approves all expenditures for the Division;  
Reviews and checks survey field notes for accuracy and adequacy;

Supervises the maintenance of survey records;  
Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program;  
Communicates equal employment/affirmative action information to employees;  
Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;  
Assists employees in preparing for promotion as described in the City's Affirmative Action Program;  
Signs and seals documents as required by law;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**

Survey principles and practices as applied to preliminary, topographic, hydrographic, property, geodetic, and construction surveys;  
Charter provisions, policies, rules, and practices affecting the operation of the Bureau of Engineering;  
Functions of the Federal, State, and County surveying agencies;  
Basic features of United States public land subdivision;  
Survey requirements for design, drafting, construction, and legal purposes;  
The California Land Surveyors Act and Subdivision Map Act;  
Interpretation and application of legal descriptions of property;  
Construction methods;  
General principles of urban subdivisions of property and City specifications for subdivisions;  
Survey instruments, their use, and methods of adjustment;  
Techniques, practices, and problems involved in retracing property lines and street center lines;  
Design and construction practices as related to interpretation and checking of various types of construction plans;  
Methods of preparing comprehensive technical reports, cost control procedures, and accurate records;  
Principals and practices of public administration, including personnel administration;  
Budgetary procedures sufficient to maintain operational efficiency of the engineering survey function;  
Effective negotiation techniques sufficient to insure the City's interests are appropriately protected when meeting with engineers, contractors, and representatives of government agencies;  
Safety requirements for field survey work;  
Supervisory principles and practices, including planning,

delegating, and controlling the work of subordinates;  
Techniques of training, instructing, and evaluating subordinate's work performance;  
Techniques for counseling, disciplining, and motivating subordinate personnel;  
Procedures for grievance handling;  
Supervisory responsibility for Equal Employment Opportunity/Affirmative Action as set forth in the City's Affirmative Action Program.  
Effective safety principles and practices;

**A working knowledge of:**

Memoranda of understanding as they apply to subordinate personnel;

**A general knowledge of:**

City personnel rules, policies and procedures.

**The ability to:**

Plan and direct the work of large number of subordinates engaged in engineering survey work;  
Deal tactfully and effectively with employees, the public and others;  
Prepare and review written communications so they are clear, concise, logical, and persuasive;  
Establish and maintain a work environment to enhance both employee morale and productivity;

**The physical ability to:**

Efficiently review and edit the written work of subordinate employees;  
Efficiently review and interpret a large daily volume of documents such as correspondence, reports, maps, blueprints, construction plans, and other documents that may weigh up to 15 pounds;  
Use a telephone to gather and provide information;  
Make field site visits that may be in hilly or otherwise rough terrain to inspect ongoing division activities;  
Communicate effectively with subordinates, supervisors, the public, elected officials, and others for the purpose of insuring proper and timely completion of work, evaluating employee performance, selecting new employees, training, resolving conflicts, conducting and/or providing information to an individual or at meetings, and other job-related activities;

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**Minimum Requirements:**

Two years of full-time experience in engineering survey work at

the level of Senior Survey Supervisor; or four years of experience in engineering survey work at the level of Survey Supervisor, or two years of experience in professional civil engineering work at the level of Senior Civil Engineer are required.

**Registration:** Registration as a Land Surveyor issued by the California State Board of Registration for Professional Engineers and Land Surveyors is required at the time of filing. Persons registered as a Professional Civil Engineer with the California State Board of Registration prior to January 1, 1982 need not possess registration as a Land Surveyor. Civil engineers registered after January 1, 1982, must also possess a valid registration as a Land Surveyor.

**License:** A valid California driver's license may be required.

**Fair Labor Standards Act Status:**

The position in this class qualifies for an executive exemption from the minimum wage and overtime provisions of the Fair Labor Standards Act.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**