



DISTRICT REAL ESTATE SURVEYOR

FC: QC215
PB: 08

PC: 890
BU: 31
June 2001

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs a variety of highly technical duties in the coordination and review of property legal descriptions; performs land surveying and related tasks; prepares and issues land use permits, and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class serves as Senior Real Estate Surveyor responsible for District permit insurance, surveying and coordinating; permit application, preparing and reviewing legal descriptions property acquisition and disposal. The position coordinates applications for District right of way development projects and performs or oversees all land surveying and related duties.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Performs a variety of highly technical duties in the approval of District right-of-way permit issuance including surveying and coordinating permit applications; prepares and reviews legal descriptions, plots, and mapping for acquisition, use and disposal of District property.
2. Coordinates applications for District right of way development projects; identifies–applicant project and scope; notifies applicants of project requirements and fees; initiates issuance of work order numbers for permits or plan review; circulates proposed plans and draft permit/agreement to appropriate department or division for comment; issues or denies permit/agreement.
3. Prepares a variety of legal descriptions, maps, and plots using graphics software packages.
4. Provides support to other District staff and management in surveying or right of way matters; responds to inquiries from project managers and other District staff regarding legal descriptions of District land and boundaries.
5. Responds to public and developer inquiries regarding permits, acquisition, and other District surveying and right of way issues in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

District Real Estate Surveyor

Page 2

6. Performs land surveying activities; prepares, reviews, and revises surveying documentation; confirms that surveying data meets industry standards.
7. Oversees subordinate and consultant activities; reviews ongoing and proposed activities with subordinates and consultants; ensures work is conducted and completed in accordance with contractual obligations.
8. Attends department and division staff meetings; provides information and responds to inquiries regarding characteristics of District property.
9. Trains assigned employees in their areas of work including mapping and surveying methods, procedures and techniques.
10. Ensures adherence to safe work practices and procedures.
11. Develops procedures for processing permits and updating map records.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a public agency real property services program.
Principles of lead supervision and training.
Advanced methods and techniques of mapping, land surveying and documentation.
Land surveying and legal documentation.
Basic principles of construction engineering as applied to land use.
Principles of trigonometry and related mathematics.
Methods and techniques of computer aided design and drawing.
Legal issues relating to real estate, boundaries, and agreements.
Principles and procedures of record keeping.
Current office procedures, methods and equipment including computers.
Rules and regulations governing public and private agencies real property ownership and control.
Related Federal, State, and local laws, codes, and regulations.

Skill in:

Leading, organizing and reviewing the work of assigned staff.
Independently performing the most difficult land surveying tasks.
Interpreting, explaining and enforcing department policies and procedures.
Performing land surveying and legal documentation duties.
Operating a variety of computer software including geometry and computer aided design and drafting software programs.
Working independently in the absence of supervision.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, public administration, land surveying or closely related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable professional land surveying experience.

License or Certificate

Possession of registration as a professional land surveyor in the State of California. Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens, inclement weather conditions.

Physical Conditions:

May require maintaining physical condition necessary for moderate lifting, walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 - Professionals
Census Code: 0710 - Management Analysts
Safety Sensitive: N