



CLASS SPECIFICATION

Class Code: 3018
Date Est: 7/92
Last Rev: 3/2001
Last Title Chg: 6/2007
FLSA: Exempt

COUNTY SURVEYOR/ LAND DEVELOPER

DEFINITION

Under general direction, coordinates land development map activities in the Engineering Division; oversees the review and recommendation of land development and other; serves as County Surveyor for Washoe County; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Surveying, Civil Engineering or closely related field and four years of professional surveying or civil engineering experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Current registration as a Professional Land Surveyor within the State of Nevada or a jurisdiction recognized for purposes of reciprocity by the Nevada State Board of Professional Engineers and Land Surveyors.

A valid driver's license.

SUPERVISION EXERCISED

Exercises direct supervision over support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, and ensure proper administration of County Surveyor functions in Washoe County.

Maintain records of all surveys made by the County and create accurate record maps as mandated by the Nevada Revised Statutes (NRS).

Prepare a County mining claim map reflecting the location of mining claims within Washoe County as mandated by the NRS.

Certify all subdivision plats prior to submission and acceptance by the Board of County Commissioners or their designated representative as mandated by the NRS.

Review parcel, subdivision, and record of survey maps for accuracy, conformity, and compliance with NRS prior to filing with the County Recorder for Reno, Sparks, and Washoe County.

Review applications for parcel map land development and evaluate applications for compliance with laws, ordinances, and acceptable engineering standards and recommend development of alternatives that diminish or account for the impact of terrain features.

Manage GPS base station system for Reno Sparks, and Washoe County.

Serve on the Regional Base Map Committee.

Serve on the Regional Street Naming Committee. Direct and advise the Regional Street Naming Coordinator.

Supervise street addressing and maintain GIS Layer for Reno, Sparks, and Washoe County as necessary.

Coordinate and prepare agreements, dedications, vacations, legal descriptions, and land development documents for the Board of Commissioners agenda and approval process.

Assist developers, contractors, staff in the County and local government entities, and the public with interpretations and resolving compliance issues regarding ordinances and laws related to properties, developments, surveys, and legal property descriptions.

Participate in the design of public improvements in Washoe County.

Evaluate finished Washoe County property map designs in terms of feasibility, cost, and efficiency, recommending final approval by the County Commissioners or their designated representative.

Recommend amended ordinances and regulations regarding maps to accommodate new or modified legislation and submit for approval and adoption by the County Commissioners.

Work with other jurisdictions to develop new statutes or regulations regarding map development for presentation to the legislature and incorporation into the Nevada Revised Statutes.

May schedule, assign, provide research, and monitor the progress of work performed by the survey crew and office staff on land development and other projects to ensure that projects are completed in a timely and efficient manner.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Principles and practices of supervision.

State and local laws, ordinances, and regulations governing subdivisions, parcel maps, other land development, and acquisition/disposal of land and rights of way.

"Standard Specification for Public Works Construction," as adopted by Washoe County.

Statutory provisions governing the functions of County Surveyor.

Computer software specific to the department/division.

Ability to:

Provide work direction to staff.

Manage, direct, and coordinate the County Surveyor functions of Washoe County.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of civil engineering as applied to land development and surveying.

Mathematics, including geometry and trigonometry, as applied to land surveying and pertinent engineering calculations.

Equipment and materials used in surveying, mapping, and drafting.

Principles of geodesy.

Ability to:

Evaluate data, draw logical conclusions, and develop appropriate recommendations.

Read and interpret survey notes, maps, and other related documents.

Interpret and apply pertinent statutes, ordinances, regulations, standards, policies, and procedures.

Prepare maps and write legal descriptions

Communicate effectively, both orally and in writing.

Maintain effective working relationships with other professional land surveyors, engineers, developers, contractors, County and local entities, and the general public.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to use office equipment including computers, copiers, telephones and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved _____ WERCCS Job Evaluation Committee _____

Date _____ March, 2001 _____