

**CITY OF FONTANA**  
**SENIOR CIVIL LAND SURVEYOR**

**DEFINITION:** Under direction from higher level management, provides supervision of the program and activities related to acquisition of Right of Way required to execute the City's Seven-Year Capital Project Program and provides review and approval of the Land Development map checking requirement. Exercises direct supervision over professional and technical staff.

**ESSENTIAL FUNCTION:** The incumbent must have the ability to:

- Provide direct supervision to professional and technical engineering staff; participate in recommending the appointment or personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Participate in the development and implementation of goals, objectives, policies and priorities related to the Engineering or Plan Checking Division.
- Determine scope of engineering projects; prepare requests for proposals and contracts for consulting services; review plans of consulting engineers and private contractors; make technical engineering decisions and establish technical criteria and standards.
- Negotiate right-of-way agreements, professional services agreements, and cooperative project agreements with other agencies; locate and obtain outside funding sources for public works projects.
- Represent the Department and give presentations at public meetings.
- Review land title records and surveys in order to prepare reports regarding ownership determination.
- Assist in planning, organizing and evaluating the functions and activities of the Engineering Department including design, cooperative projects, plan review, and capital improvement projects.
- Approve all legal descriptions for deeds, leases, quitclaims, easements, and similar projects.
- Review, approve, and sign all land development maps including Tracts Maps, Parcel Maps, and Lot Line Adjustments.
- Assist in coordinating activities with those of other departments and outside agencies and organizations.
- Make determinations for the Community Development Director and Director of Engineering regarding the status of parcels and maps as to conformity to the subdivision ordinance and Subdivision Map Act.
- Participate as a member of the Development Advisory Board and provide review, feedback, and direction to the development community.
- Attend Planning Commission and City Council Public Hearings as needed to present information and support staff.
- Supervise and manage the acquisition of real property activities; implement department policies and procedures related to Right of Way acquisition.
- Secure execution of formal documents for purchase and sale of agreements, escrow instructions, dedication deeds, right of entry, and temporary construction easements.

- Perform any tasks or functions deemed necessary to the daily operations of the employer, and
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.
- Other duties as assigned.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Principles and practices of civil and structural engineering, budget preparation and administration, project management, and supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Recent developments, current literature, and sources of information regarding civil and structural engineering.

Ability to:

- Manage large and complex engineering projects including supervision of professional, technical, and consulting staff.
- Ensure project compliance with Federal, State and local rules, laws, and regulations.
- Coordinate phases of major construction projects and prepare progress reports.
- Conduct comprehensive engineering studies and prepare reports with appropriate recommendations.
- Make engineering design computations and check, design, and prepare engineering plans.
- Perform technical research and solve difficult engineering problems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and maintain comprehensive records, and prepare technical reports and recommendations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience:** Five years of increasingly responsible professional civil or land surveyor engineering experience, including two years of lead supervisory and project management responsibility.

**Education:** A Bachelor's Degree from an accredited college or university with major coursework in civil or land surveyor engineering or related field.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent. Possession of a Certificate of Registration as a Professional Land Surveyor (PLS) is required. Possession of a Certificate of Registration as a Professional Civil Engineer (PE) in the State of California is preferred.