



DISTRICT RIGHT-OF-WAY SURVEYOR

JC: QC216

BU: 31 (AFSCME)

PG: AFH

FLSA: Exempt

*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 as a licensed surveyor in BART's Real Estate and Property Development Department in connection with the development of transit projects including capital, operating and transit-oriented development projects as well as providing support for BART's operations.

CLASS CHARACTERISTICS

This position serves as a District Right-of-Way Surveyor responsible for District permit insurance, independently providing surveying services., coordinating permit application, preparing and reviewing legal descriptions, property acquisition and disposal; CADD Mapping of District properties. The position coordinates applications for District right of way development projects with various departments within the District and performs or oversees all land surveying and related duties.

REPORTS TO

Group Manager of Real Estate & Property Management or designee

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

1. Performs a variety of highly technical duties including surveying and use of surveying equipment such as GPS units.
2. Prepares and interprets a variety of legal descriptions, plat maps, appraisal maps, parcel maps, Records of Survey, and plots using various software packages such as CADD.
3. Creates, designs, and implements the right-of-way record maps using CADD of all District properties.
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; interfaces with internal and external clients to provide procedural and technical guidance about land assets.

6. Performs land-surveying activities; prepares, reviews, and revises surveying documentation; confirms that surveying data meets industry standards; updates workflow of the department by utilizing georeferenced databases.
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; educates employees on use of computers, surveying equipment, and software.
10. Ensures adherence to safe work practices and procedures.
11. Develops procedures for processing permits and updating mapping records.
12. Supports District Staff that respond to USA North tickets.
13. Supports the ongoing development of the District's Geographical Information System (EGIS).

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a public agency real property services program
- Advanced methods and techniques of mapping, land surveying, and documentation
- CADD Mapping
- Land surveying and legal documentation
- Basic principles of construction engineering as applied to land use
- Potential conflicts and appropriate resolutions for protection of real property assets
- 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 updated computer programs
- Rules and regulations governing public and private agency 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
- Designing and implementing CADD Mapping

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- 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
- Using sophisticated equipment to capture accurate spatial locations of real property and assets
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education

Possession of a bachelor's degree in surveying, land surveying, civil engineering, geomatics engineering or a closely related field from an accredited college or university.

Experience

The equivalent of six (6) years of full-time verifiable professional land surveying experience including CADD Mapping.

Substitution

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A post-graduate degree in the disciplines outlined above may be substituted for up to four (4) years of experience on a year-for-year basis.

License or Certificate

Registration as a professional land surveyor in the State of California.

Other Requirements

Must possess a valid California driver's license and have a satisfactory driving record.

WORKING CONDITIONS

Environmental Conditions

Office environment; travel from site to site; modest exposure to weather and temperature extremes; exposure to computer screens.

Physical Conditions

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

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BART EEO-1 Job Group: 3500 – Professionals
Census Code: 07100 – Management Analysts
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : July 17, 2006
Revised : June 2015
Updated: September 2015
April 2022
August 2023