APPROVED BY: THE CHIEF EXECUTIVE OFFICER

EFFECTIVE: November 2025

LAND SURVEYING AND MAPPING MANAGER
(Job Description)

PURPOSE

The Land Surveying and Mapping Manager is assigned to the land surveying and mapping unit manages, plans, and oversees the provision of land surveying and mapping services in support of the planning, design, construction, and maintenance of District water resource facilities.

REPORTS TO

Unclassified Manager

JOB DUTIES

In addition to the job duties outlined in the Engineering Support Services Manager class spec, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

1. Plans, manages, and oversees the daily functions, operations, and activities of the land surveying and mapping unit providing services such as locating, relocating, establishing, or reestablishing property lines or boundary of parcels of land, right-of-ways, and easements; setting boundary markers or property corners; preparing legal descriptions and plats for subdividing property; gathering subsidence elevation measurements; staking the location of fixed works for construction purposes; locating District facilities for asset management; and monitoring dams at reservoirs and land movement at treatment plants

2. Manages land surveys to establish project data and control; performs photogrammetric surveying or aerial topographic mapping and monitoring surveys to determine horizontal movement, vertical settlement, and deformation of District facilities and dams; produces 3D scans from a point cloud of bridges, treatment plants, and other facilities; determines ground surface contours for topographic maps.

3. Manages benchmark maintenance (BM) to meet requirements of Federal Emergency Management Agency (FEMA) and to obtain Community Rating System (CRS) credits.

4. Makes legal decisions pertaining to land surveying, mapping, and other decisions as a land surveyor as prescribed by the California Land Surveying Act or California Subdivision Act.

5. Represents the District to city and county staff and officials, Santa Clara Valley Transportation Authority, and California Department of Transportation.

6. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Standard professional surveying techniques, processes, and legal requirements.
2. Basic principles, practices, concepts, and standards of engineering in order to provide appropriate survey information for engineering design and construction.
3. Organization and quality management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of land surveying and mapping services.
4. Principles and practices of land surveying and mapping program and project budget development and administration, contract negotiation and management, and sound financial management policies and procedures.
5. Practices of researching land surveying and mapping issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
6. Computer software applications, such as MS Word, Excel, Outlook, PowerPoint, Project, Auto-CADD Civil 3D, Geographic Information System (GIS), Global Positioning System (GPS), and other specialized software and databases.

Ability to:

1. Administer complex, and technical land surveying and mapping services in an independent and cooperative manner.
2. Proficiently manipulate data such as computation using decimals or editing for transposed numbers.
3. Project concepts of shapes and dimensions from paper (plats and engineering designs) to the real world or to the computer (Auto-CADD Civil 3D).
4. Evaluate and develop improvements to land surveying and mapping operations, procedures, policies, or methods.
5. Conduct land surveying and mapping research, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
6. Establish and maintain a variety of land surveying and mapping program filing, record keeping, and tracking systems.
7. Organize and prioritize a variety of land surveying and mapping services, projects, and multiple tasks in an effective and timely manner.

EDUCATION AND EXPERIENCE GUIDELINES

The following combination represents the minimum training and experience requirements for this classification:

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in surveying, geomatics, mathematics, civil engineering, or a related field.

Experience:

Five (5) years of professional land surveying experience, including two (2) years of direct supervisory.

License or Certificate:

Possession of a valid California Driver's License and a satisfactory driving record may be required at the time of appointment and as a condition of continued employment, but only when driving is an essential function of the position. If the Driver's License requirement applies to a particular classification, it will be clearly stated in the job posting.

A valid Professional Land Surveyor license issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

CLASS LEGEND

Established Date:		
Employee Groups:	PMA	
Revisions Dates:	5/2019 11/2025	
FLSA Status:		
	Current	Previous
Class Code:		
Series Code:		
Family Code:		
Previous Titles:		
Analyst:		