



Koff & Associates
A Gallagher Company



San Mateo County
TRANSIT DISTRICT

DISTRICT SURVEYOR

INTRODUCTION

Are you a professional surveyor with leadership ability looking to expand your talents and build a strong land management program from the ground up? Do you embrace innovation, enjoy working with dynamic teams and making an impact within the community? Are you the type of person that can work and make decisions unilaterally, take ownership of the work, develop best practices and enact long lasting policies around land management? If this is you, and you desire to join an outstanding team of professionals, you should apply for this great opportunity with the San Mateo County Transit District located in the California Bay Area.

THE SAN MATEO COUNTY TRANSIT DISTRICT

The San Mateo County Transit District was formed in 1988 with the passage of the voter-approved half-cent sales tax for countywide transportation projects and programs, known as Measure A.

The original Measure A expired Dec. 31, 2008. In 2004, county voters overwhelmingly approved a reauthorization of Measure A through 2033. The Transit District's role is to administer the proceeds from Measure A & W to fund a broad spectrum of transportation-related projects and programs. The SMCTA is an independent agency and is governed by an appointed board of seven directors, who are elected officials, representing the county, cities, and the San Mateo County Transit District.

To go to the San Mateo County Transit District website, [click here](#):

To see current San Mateo County Transit District planning and projects, [click here](#):

THE POSITION

Generally, our next District Surveyor professional will be given the opportunity to analyze the current status of land management within the District and develop a new innovative benchmark land management program for that District. Reporting to, and with limited direction from the Real Estate and Development Director, our District Surveyor will be tasked with planning, coordinating, and supervising the surveying and mapping activities of staff and consultants for all capital projects, transit-oriented developments and other real estate related activities for San Mateo County Transit District (SamTrans), Peninsula Corridor Joint Powers Board (Caltrain), and San Mateo County Transportation Authority (TA). The next District Surveyor will be the technical expert for land management including stamping, signing, and certifying the correctness of the prepared documents. The next District Surveyor will also be responsible for the development and implementation of the program's annual budget. With one billion dollars in property to manage, this newly created position will be instrumental in creating the surveying function and program management from raw data.



THE IDEAL CANDIDATE

The ideal candidate will be an energetic, innovative and strategic leader who understands the importance of teamwork, is very well-organized and able to articulate a vision of a benchmark land management program and the ability to execute that vision. The chosen candidate will have the unique opportunity to build an office and new program supported by best practices in the land management industry and be the leader to take ownership of that program. The next District Surveyor will be an excellent communicator with the ability to proactively identify and resolve issues unilaterally and unafraid to bring forward initiatives and provide direction up the chain of command. Interpersonal skills are necessary to build strong business relationships with other departments, agencies, consultants, other technical experts, and business partners. This is an excellent growth opportunity for an industry professional with Caltrans or private agency experience that connects with other public sector agencies and the District's public transportation mission. The successful candidate will have a solid understanding of right-of-way engineering, highway, railroad, and general transportation surveying project deliverables and data/record keeping.

Key attributes and characteristics

- Leadership. The ability to build and oversee a benchmark land management program from the ground up in accordance with the requirements of the Subdivision Map Act and Land Surveyor's Act of CA.
- A skill set creating process efficiencies and best practices.
- Flexible. Able to provide clear goals and expectations, while remaining nimble as project requirements dictate.
- Interpersonal Communications. Must be able to effectively communicate verbally and in writing and be the District's expert in land management to our partners.

MINIMUM QUALIFICATIONS

Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor of Science in surveying science, engineering, or related field.
- Seven (7) years of professional land surveying experience.
- Deep knowledge of land management platforms (GIS programs, GPS tools, Database Management software).
- Has extensive knowledge of the Professional Land Surveyors Act, the Subdivision Map Act and the Rules of the State Licensing Board.
- Professional Surveyor Licensed in CA

Preferred Qualifications

- Knowledge of Caltrans project development procedures
- Familiarity with railroad survey best practices





COMPENSATION AND BENEFITS

The salary range for this position is **\$110,089 to \$165,134** commensurate with experience.

To view the full benefits package, [click here](#):

APPLICATION AND RECRUITMENT PROCESS

This recruitment is Open Until Filled.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:
www.koffassociates.com/districtsurveyor/

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the Transit District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.