

# NEVADA IRRIGATION DISTRICT

## Job Description

Job Title:	Land Surveyor	Reports To:	Engineering Manager
Salary Range:	<a href="#">C03</a>	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	<a href="#">Supervisor</a>
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <b>not</b> intended to reflect all duties performed within the job.</i></p>			

### **Definition**

To plan, organize, direct and supervise technical land surveying activities within the Engineering Department, including the determination, review, approval and processing of property boundary lines; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **Supervision Received and Exercised**

Receives general direction from the Engineering Manager.

Exercises direct supervision over assigned technical personnel.

### **Essential Functions Statements**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for conducting land surveying activities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in location, relocation, retracement and alignment of boundary lines, rights of way and easements.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Plan and determine appropriate control and procedures to complete land surveying tasks; direct and train assigned staff on procedures.
7. Work closely with project engineers and other District staff, and with representatives of contract engineering firms, developers and other governmental agencies; provide information and determine project timetables and the best method for presentation.
8. Direct the location, relocation and retracement and alignment of boundary lines of any land, right of way or easement location relative to District needs.

9. Research recorded, unrecorded and privately filed data used in boundary resolution; calculate a wide variety of survey data; oversee and participate in the preparation of computer generated maps and reports based on survey data.
10. Maintain responsible charge of the preparation of and certify as correct all right-of-way plats and boundary descriptions.
11. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

### **Qualifications**

#### **Knowledge of:**

- Principles and practices of land surveying.
- Equipment, tools and materials used in the collection and analysis of land survey data.
- Terminology, methods, practices and techniques used in technical survey report preparation.
- All aspects of property evidence, types of transfers, unwritten rights, location and establishing property boundary lines.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of effective customer service.

#### **Ability to:**

- Organize, implement and direct land surveying operations/activities.
- Interpret and explain pertinent District and department policies and procedures.
- Operate and use land surveying equipment.
- Conduct comprehensive survey studies and develop appropriate recommendations.
- Perform technical research and solve basic survey problems.
- Prepare and maintain technical survey records and prepare comprehensive reports of findings.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, motivate, coach and evaluate assigned staff.

#### **Responsibility to:**

- Report any safety risks or hazards to management personnel.
- Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

**Responsibility to ensure that all personnel under your supervision are:**

- Obeying and promoting safe work practices.
- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.
- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

**Experience and Education Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four years of increasingly responsible experience as a California Licensed Land Surveyor; including one year providing technical and functional supervision over assigned personnel.

**Education:**

Equivalent to an Associate's degree from an accredited college with major course work in surveying, engineering or a related field.

**License and Certificate:**

Possession of a valid California driver's license.

Possession of a current certificate of registration as a Professional Land Surveyor or Professional Civil Engineer in California.

**Working Conditions**

**Environmental Conditions:**

Some work is performed in a temperature controlled office environment subject to typical office noise, with work done outdoors as well with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

**Mental Conditions:**

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; observe performance and evaluate staff; handle conflict.