

JOB DESCRIPTION
Land Surveyor I (Flex)
Land Surveyor II
Code Number: 24013, 24014

GENERAL PURPOSE

Under direction, performs complex professional land survey work in the research of public records, conducting of land surveys, establishment of property rights/boundaries, and the preparation of maps, exhibits, and legal descriptions; provides expertise for the conveyance of land title rights and fee title grant deeds between the District and both the private and public sector; coordinates and guides the work of lower level professional and technical staff; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class complete land survey assignments requiring the use of judgment and initiative in developing solutions to problems, in conformance with District policy and state codes relevant to land surveying and property acquisition. Incumbents are responsible for providing professional assistance and direction to the District's Capital Improvement Program and private development right of way requirements. Incumbents may oversee, coordinate and review the work of professional and technical personnel.

Land Surveyor I is the first level in the series requiring registration as a Professional Land Surveyor. This class is alternately staffed with Land Surveyor II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Land Surveyor II is the advanced skill level in the series. Incumbents in this class complete complex land survey assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting policies and determining work assignments. Positions at this level are distinguished from those in the lower level classification of Land Surveyor I by the experience in performing professional duties, complexity of assignments requiring extensive technical and professional knowledge in managing the right of way engineering and property title activities necessary for the support of District capital projects and operating facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 the class. This classification is used in multiple departments throughout the District and specific assignments of positions vary.

Reviews and approves all property conveyance documents, exhibits and maps prepared by developer consulting engineers for the acquisition of property and property rights in support of District facilities; responsible for establishing, implementing, and maintaining guidelines for the submittals of acquisition documents, maps, and legal descriptions.

Serves as project manager for the surveying portion of District Capital Improvement projects, acting as liaison between capital project engineers and the right of way acquisition team; meets with key customers in the right of way portion of capital projects.

Researches property title to identify and establish property boundaries, location of existing utility easements and provides other information relevant to capital project requirements; researches project technical information and methodology, identifies right of way requirements of project designs, establishing the land rights acquisition requirements.

Develops right of way engineering schedules and work plans; prepares survey calculations as required for design and construction projects; provides opinions and determinations on title concerns, boundary issues, and the interpretation of legal descriptions; ensures compliance with the Subdivision Map Act and the Professional Land Surveyor's Act.

Responsible for the timely completion and technical proficiency of assigned work; leads and reviews the work of lower level staff.

Reviews or prepares, signs and stamps legal descriptions, maps and exhibits, and maintains files of such.

Provides member agency support, reviews documents and coordinates with the annexations' manager and Local Agency Formation Commission; conducts specialty mapping for EMWD's New Business department special funding programs, supporting the identification of appropriate charge zones for future development within the District.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Theory, principles and practices of land surveying, property and contract law, including legal principles, boundary control and traverse procedures, and the preparation of sound legal descriptions; methods and techniques of property records and property record search; Federal, State, and local laws and regulations applicable to land and easement acquisition by public agencies, including condemnation and eminent domain proceedings; civil engineering design and construction methodology; principles of physics and mathematics applicable to civil engineering; methods, procedures and techniques of civil engineering drafting and utility facility mapping; computer operations and practices related to cadastral mapping, CAD systems; COGO and spreadsheet software; District systems, facilities, standards, practices and terminology; District rules and regulations; principles and practices of sound business communication.

Ability to:

Process technical data and legal requirements regarding right of way issues; understand and apply Federal, State, and local laws and regulations applicable to the right of way process; prepare maps, exhibits and legal descriptions; research and accurately establish property ownership; prepare clear, concise, and comprehensive documents and reports; lead and coordinate the work of others; communicate effectively orally and in writing; establish and maintain effective working relationships with District engineers, staff, consultants, property owners, and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in land surveying, civil engineering or related field.

A Land Surveyor I may be considered for advancement to Land Surveyor II after three years of professional level experience gained under California Registration as a Professional Land Surveyor.

Licenses; Certificates; Special Requirements:

A valid license as a Professional Land Surveyor issued by the State of California.

Some positions may require a valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand and sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel objects or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines, on multiple, concurrent tasks; work with interruptions; and interact with officials, outside engineers, contractors and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee usually works under typical office conditions where the noise level in the work environment is moderately quiet. Employees are occasionally required to work outside, exposed to climatic conditions, where the noise level may be loud.

FLEX REQUIREMENTS
Land Surveyor I (Flex)
Land Surveyor II

LENGTH OF TIME REQUIRED

A Land Surveyor I may advance or “flex” to the Land Surveyor II class after **3 years** of professional level experience gained under California Registration as a Professional Land Surveyor.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “good” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The incumbent must also demonstrate proficiency to perform the full range of duties as described in the Land Surveyor I/II job description, and the ability to work under limited supervision.