



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Job title	Land Surveyor Associate I/II
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GENERAL PURPOSE

Under general supervision (Land Surveyor Associate I) to direction (Land Surveyor Associate II), performs a variety of responsible technical and professional duties supporting the District's property annexation, acquisition, and disposal programs; prepares, processes, and reviews a diverse range of documents including, but not limited to, legal descriptions, maps, exhibits, and conveyance documents; coordinates activities with other District departments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Land Surveyor Associate I: This is the first working level within the professional non-registered surveying series. Positions at this level usually perform most of the duties required of the positions at the Land Surveyor Associate II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Land Surveyor Associate II: This is the fully qualified journey-level classification in the professional non-registered surveying series. Positions at this level are distinguished from the Land Surveyor Associate I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Land Surveyor Associate I) to direction (Land Surveyor Associate II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL 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 this position.

Positions at the Land Surveyor Associate I may perform some of these duties and responsibilities in a learning capacity.

- Prepares, processes, reviews, and corrects for accuracy and in compliance with District standards: legal descriptions, maps, and exhibits for the annexation, acquisition, or disposal of property; internal and external easement and property conveyance documents and maps.
- Reviews new development project locations and developer agreements for annexation requirements; prepares legal descriptions and exhibits in conformance with District, Local Agency Formation Commission, and State Board of Equalization standards and specifications for the annexation of property into District improvement districts; creates related reports as necessary to support the Fringe Area Annexation process.
- Examines and analyzes property, parcel and tract maps, survey map, engineering plans, building plans, and instruments of conveyance to determine the validity and adequacy of existing and prior rights of the District, and make recommendations on liability.
- Researches current and/or future District right of way and property acquisition needs, including property ownership information, existing deeds, survey maps, land data, and other data from external sources as required to locate and identify property.
- Coordinates with the civil engineering group project requirements with respect to property; orders and reviews property title reports, real estate documents, and other public records for acquisition of property or property rights.
- Processes recommendations regarding appraised value for acquisition of easements and property; determines appropriate language for conveyance documents to acquire project needs.
- Maintains property acquisition, disposition, and annexation status in appropriate spreadsheets.
- Assists internal/external customers by researching status of District easements and property; provides real property clearance to the Inspection division for the release of lots to developers.

- May conduct and assist in the negotiations with property owners for the acquisition of property, rights of way, utility and construction easements, rights of entry, and other interests in real property.
- Organizes and safely/securely maintains records describing existing District property and easements.
- Researches and responds to requests for non-interference letters received by the District.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Land Surveyor Associate I may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Theory, principles, and practices of land surveying, property and contract law, including legal principles, boundary control, and traverse procedure.
- Methods and techniques of preparing sound legal descriptions.
- Methods and techniques of researching property records.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- 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.
- Operational characteristics of cadastral mapping and CAD systems.
- District systems, facilities, standards, practices, and terminology.
- District rules and regulations in assigned areas of responsibility.
- Principles and practices of technical report and business correspondence preparation.
- Research principles and practices.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Process technical data and legal requirements with respect to real property issues.
- Understand and apply those aspects of federal, state, and local laws, regulations, policies, procedures, and standards pertaining to assigned areas of responsibilities.
- Prepare maps, exhibits, and legal descriptions.
- Research and accurately establish property ownership.
- Research and analyze complex engineering and mathematical problems, evaluate alternatives, and recommend effective courses of action.
- Prepare clear, concise, and accurate technical reports, correspondence, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate effectively orally and in writing.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Land Surveyor Associate I: Two (2) years of experience providing professional support to a land surveying program.
- Land Surveyor Associate II: Four (4) years of progressively responsible experience years of experience providing professional support to a land surveying program; or two (2) years of experience as a Land Surveyor Associate I level with the District.

Education:

- Land Surveyor Associate I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in surveying, civil engineering, or a related field; or registration as a Land Surveyor-In-Training or an Engineer-In-Training issued by the State of California.

Licenses/Certifications:

- Land Surveyor Associate I/II: Some positions may require a valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Land Surveyor Associate II: Must possess a valid certificate of registration as a Land Surveyor-In-Training or an Engineer-In-Training issued by the State of California, or proof of eligibility to sit for the California Professional Land Surveyor (L.S.) examination.

PHYSICAL DEMANDS

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

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; to operate a motor vehicle to visit various District sites; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; vision to inspect site conditions. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

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.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Land Surveyor Associate I/II class series are flexibly staffed; positions at the Land Surveyor Associate II level are normally filled by advancement from the Land Surveyor Associate I level; progression to the Land Surveyor Associate II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Land Surveyor Associate II level.

Eastern Municipal Water District
Job Title: Land Surveyor Associate I/II
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Land Surveyor Associate I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____