



Tuolumne Utilities District
Job Description
SURVEYOR

POSITION:	Surveyor	DEPARTMENT:	Engineering
REPORTS TO:	District Engineer	FLSA Status:	Non-Exempt
PAY RANGE:	49	DATE PREPARED:	June 2018
INCUMBENT:			

General Description:

Under general supervision from the District Engineer, performs all aspects of professional land surveying to include mapping, legal descriptions and drawings for the planning, construction and maintenance of proposed and existing District facilities. Works directly with engineers, planners, construction personnel and other partners in assessing project needs. Performs other related work as required.

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

Performs professional Land Surveying tasks with minimal instructions and limited supervision, including the following:

- Performs surveying work including the location of and the determination of boundaries.
- Develops vertical and horizontal control and topographic information for District projects.
- Location of District facilities and improvements, including the location and confirmation of property corners.
- Staking and / or locating easements.
- Preparation of legal descriptions, exhibits and maps.
- Provides construction staking for District projects.
- Real property negotiations for District.
- Reviews, facilitates, and assists in the preparation and implementation of agreements.
- Assists in the resolution of property issues and claims.
- Provides professional technical assistance to the Engineering Department and other District personnel on projects, design, easements, and property related information.
- Develops a variety of maps and drawings using AutoCAD.
- Conducts a variety of related land surveying or easement research projects.
- Process requests for easement abandonment.
- Process boundary line adjustments and file Records of Survey on behalf of the District.
- Conduct research and coordinate with title companies to establish property “chain of title”.
- Review legal descriptions provided by Developers for easements to be granted to the District.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Complete knowledge of the principles of surveying office and fieldwork as it relates to the determination and establishment of boundaries and property description.
- Survey project budgeting and scoping.
- Mapping and drafting techniques.
- The California Coordinate System, North American Datum 1983 (NAD83), North American Vertical Datum 1988 (NAVD88)
- Principles of supervision, training, organization, and scheduling of survey work.
- The Land Surveyor's Act, Subdivision Map Act, applicable State laws, Tuolumne County Codes and ordinances, and other related laws and ordinances concerning surveying and boundary determination.
- General operation and acceptable techniques in the use of automated equipment and standard application software related to surveying functions including Microsoft word processing, spreadsheet software applications, AutoCAD, and Trimble Business Center (TBC).
- Operation of surveying equipment including, total stations, robotic total stations, differential auto-levels, and Trimble GPS/RTK equipment.
- General knowledge of principles of easements and boundary law in the State of California.
- Safe work methods and safety precautions as related to the job.
- Correct application and usage of the English language, including spelling, grammar and punctuation.

Ability to:

- Conduct property title searches using Parcel Quest, using record maps and documents, county assessor's office and title company records as needed.
- Prepare real property easement and property descriptions and accompanying exhibits.
- Analyze complex survey problems, evaluating alternatives and reaching sound conclusions.
- Prepare maps, drawings, and exhibits.
- Prepare and maintain records and files.
- Complete assigned tasks and develop the end product in a professional manner suitable for use in formal presentations.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work including District staff and public.
- Read and write at the level required for successful job performance.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to:

- Speak and hear to effectively interface with other staff members and the public.
- Sit at a computer for long periods.
- Walk, climb and negotiate uneven terrain.
- Stand, kneel, lift, pull, stoop, bend, squat, including lifting and carrying surveying equipment weighing up to 30 pounds.
- Use hands and fingers to write and to handle, grip, feel and operate tools and equipment; and wear appropriate protective clothing.
- Vision abilities include close vision, distance vision, peripheral vision, and the ability to adjust focus.
- Perform a variety of physical tasks in inclement weather and in a variety of difficult locations and conditions.

Work Environment:

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

- Outside: Drives a vehicle and performs assigned duties in a variety of weather conditions ranging from 0°F to 100°F.
- Inside: Job activities are also performed indoors in a temperature-controlled environment.
- Fumes/Gasses: Occasional exposure to various vapors and gasses.
- Noise/Vibration: The noise level is moderately loud. At times, position works around construction equipment.

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED), including drafting courses.
- Possess and maintain a valid California Land Surveyor's license issued by the California State Board of Registration for Professional Engineers and Land Surveyors.
- Valid California class C driver's license and acceptable DMV record required.
- Current registration as a California Notary Public or become registered within six months of hire.

Experience:

Four years minimum experience performing duties related to surveying and boundary determination at a professional land surveyors level, drafting, mapping, title search, and related design or survey work.

College education in the areas specified above may be substituted on a year-for-year basis up to three years for any deficiencies in the required experience.

Work Hours:

Flexible work schedule between 7:00 a.m. to 4:30 p.m., Monday through Friday. Subject to change as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required.

I have reviewed and agree that this job description accurately reflects the position.

Supervisor's Signature

Date

Employee's signature

Date

Approved by General Manager: Approval Date: ____ / ____ / ____