



MARIN MUNICIPAL WATER DISTRICT

Assistant Land Surveyor

DEFINITION

Under general supervision, performs a variety of professional field and office survey work related to District facility installations and property transaction; organizes and coordinates survey work; may exercise technical and functional supervision over other classifications assigned to assist in the field survey work; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Under direction of a supervising civil engineer that is authorized to practice land surveying, who is in “responsible charge” of the land surveying activities for the District, this single position classification is responsible for the planning, organizing, and performing the field and office survey work. This position may exercise technical and functional supervision over technical staff engaged in survey work. This position requires possession of a California Land-Survey-in-Training Certificate.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to the following. Depending on assignment, employees may not necessarily perform each of the listed duties.

- Participates in the work and directs a survey party in the performance of a variety of engineering and land surveys, including property boundary location, survey of easements and rights of way, construction surveys, tunnel surveys, vertical control surveys utilizing traditional and Global Positioning System (GPS) technology.
- Operates, calibrates, and maintains survey instruments and instructs other party members in the operation and field adjustments; trains others in the proper practices, equipment use, and techniques of field survey work.
- Creates and maintains accurate field notes showing lines, angles, and distances, benchmarks, calculations and other data pertinent to field surveying; utilize electronic data collection systems supplemented by hand notes and sketches.
- Performs a variety of survey office work, including researching existing records and compiling data required for current survey projects, computing data on maps, performing coordinate geometry and traverse calculations using an office computer and/or programmable calculators aided drafting software and plotters.
- Reviews and checks survey maps and descriptions for accuracy and compliance with established surveying principles and practices and applicable surveying laws, rules, and regulations and make recommendations for improvement.
- Prepares legal descriptions and maps for easement acquisitions.
- Reviews contractor’s work for conformance to establish engineering grades, reference points, property lines, alignments, and other District standards.
- Assist in the preparation and evaluation of proposals and specifications to secure consultant survey work.

- Reviews and provides input for property descriptions required on private development for water installation.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, practices, equipment, and techniques used in traditional and electronic surveying and drafting work.
- Surveying equipment and instruments and their maintenance, proper use and applications.
- Mathematics as it applies to surveying and engineering calculations, including algebra, geometry, linear algebra and trigonometry.
- Grants, deeds, easements and legal descriptions of property.
- Federal, state, and local laws, rules and policies relating to surveying practices, including the State of California Subdivision Map Act and the State of California Surveyor's Act.
- Use of computers for survey and draft applications.
- Safety hazards and appropriate applicable to field survey work assignments.

Ability to:

- Perform field surveys in the capacity of Chief of Party;
- review maps, plans, and documents for conformance to appropriate regulations;
- perform difficult survey office work using a computer with coordinate geometry and computer aided drafting software;
- perform computations necessary to design the horizontal and vertical alignment of piping;
- prepare the plats for Corner Records, Records of Survey, Parcel Maps, and other legal maps;
- write or check legal descriptions of real property, prepare the plats that are made as part of a legal description;
- interpret laws, regulations, and policies properly and make recommendations and decisions pertaining to survey issues;
- use personal computer and associated software, use the Internet (World Wide Web) for technical and legal research;
- build and maintain positive working relationships with employees and the public by providing high levels of customer service;
- learn and observe all appropriate safety precautions as required by the District's Safety Policies and Program, and Cal/OSHA General Safety Orders;
- travel to alternative work locations and off-site meetings;
- drive a vehicle.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to completion of a two years of college in an engineering-related field and four years of surveying experience including two years of progressively responsible surveying experience.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

LICENSES AND/OR CERTIFICATIONS

- Possession of an appropriate California Land Surveyor-in-Training Certificate.
- Possession of an appropriate California Driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 50 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

ADDITIONAL PHYSICAL DEMANDS

- Ability to work outside in inclement weather and in various terrain while carrying survey equipment.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: July 2001
Revised: October 2008
Approved by: Human Resources Manager