GENERAL PURPOSE

Under general supervision, performs a variety of responsible technical paraprofessional duties supporting the District’s Annexation Program, processing property into Improvement Districts and Fringe Areas, and the District’s Real Property Program through the acquisition or disposition of water and wastewater facilities, property and rights of way; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This series is the non-registered level in the Land Surveyor series, and incumbents of this class perform specialized technical duties for the District’s Real Property Program. Land Surveyor Associate I is the first working class in the series. As experience is gained, duties become more diversified. This class is alternately staffed with Land Surveyor Associate 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 Associate II is the highest non-registered level in the series. Work entails the use of independent judgment and the application of knowledge regarding property legal descriptions, real estate title, law and appraisal, the process of acquisition and sale of property and easements as gained through experience.

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.

Under direct supervision of a Professional Land Surveyor, 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.

FLSA DETERMINATION: Non-exempt
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 EMWD Improvement Districts; creates related reports as necessary to support the Fringe Area Annexation process.

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 as to project requirements for 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.

Researches and responds to requests for non-interference letters received by the District.

Performs related duties as assigned.

OTHER DUTIES

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.

Responsible for the organization, safekeeping, and retrieval of records describing existing District property and easements.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

FLSA DETERMINATION: Non-exempt
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 real property issues; understand and apply Federal, State, and local laws and regulations applicable to the real property process; prepare maps, exhibits and legal descriptions; research and accurately establish property ownership; prepare clear, concise, and comprehensive documents and reports; 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, or registration as a Land Surveyor-In-Training or an Engineer-In-Training issued by the State of California.

A Land Surveyor Associate I may be considered for advancement to Land Surveyor Associate II after demonstrating proficiency to perform the full range of duties of the latter class.

Typically, a Land Surveyor Associate I is expected to be capable of meeting the proficiency criteria within a 12–24 month period, depending on an individual’s prior experience and progression in performing the full range of Land Surveyor Associate I/II duties as described in the established performance criteria.

Licenses; Certificates; Special Requirements:

FLSA DETERMINATION: Non-exempt
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 is required to flex to Land Surveyor Associate II.

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.

FLSA DETERMINATION: Non-exempt
FLEX REQUIREMENTS
Land Surveyor Associate I (Flex)
Land Surveyor Associate II

LENGTH OF TIME REQUIRED

A Land Surveyor Associate I may advance or “flex” to the Land Surveyor Associate II class after 12-24 months of experience in the Land Surveyor Associate I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “Meets Expectations” 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 Associate I/II job description, and the ability to work under limited supervision.

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 is required to flex to Land Surveyor Associate II.