

SUPERVISORY LAND SURVEYOR

DEFINITION: Under general direction, performs work of considerable difficulty; serves as party chief; oversees and performs supervisory land surveying work of moderate difficulty; establishes survey points, aerial mapping and legal descriptions for plats and tracts of land utilizing optical and electronic survey methods; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

In addition to the type of work assignment described for the Engineering Technician III, assignment is predominantly characterized by the more complicated problems of surveying projects, involving work of a novel or unusually complicated nature as a regular and typical part of the position.

Resolves surveying problems caused by conflicting disputes; utilizes data that have limited reliable information; researches records that are in probable litigation; researches land records and survey data that are in conflict and/or distorted; recommends solutions to a variety of conflicting surveying problems with minimum guidance.

Determines program objectives, standards and requirements; develops standards and guidelines for all surveying and mapping activities; assists with preparation of budget and monitors budget; coordinates with Cadastral surveys program to determine where monumentation are needed; assists and monitors land dispute hearings in peace court, district committee meeting and family court.

Conducts research on projects requiring improved techniques and procedures; plans, coordinates and supervises the work of survey parties engaged in surveying and researching historical data to reestablish homesite corners, government land office survey points, land acquisition surveys, ground control for aerial mapping and boundary surveys; checks survey plat computation and legal description on surveys conducted by other tribal departments needing Registered Land Surveyor Certification.

Responds to inquiries and complaints on land issues and disputes; provides direction to clients; interacts with Bureau of Indian Affairs (BIA) offices, chapter and other entities; provides technical direction to staff, chapters and departments related to surveys, land boundaries and legal descriptions; prepares legal descriptions of plats, homesite, and tracts of land for proper titling of land; establishes computerized database utilizing Global Positioning System (GPS) and Global Information System (GIS) software.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of electronic and optical survey methods, practices and procedures.

Knowledge of federal, state and Navajo Nation laws, rules, regulations, practices and procedures related to establishment of land boundaries and survey points.

Knowledge of legal land description methods and practices.

Knowledge of GIS and GPS mapping systems.

Knowledge of computer hardware, software and peripherals.

Knowledge of management and administration practices and procedures.

Knowledge of administrative and court hearings and testimony.

Knowledge of researching historical and legal documents and records.

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Skill in utilizing verbal and written communication in the development of legal descriptions, records, presentations, and information.

Skill in prioritizing, scheduling, assigning, reviewing and evaluating work.

Skill in conducting surveys requiring technical expertise.

Skill in instructing less experienced surveyors and technicians in surveying process and procedure.

Skill in utilizing GIS and GPS computer software in the development of survey maps and legal descriptions.

Skill in utilizing public relations techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires travel throughout Navajo Nation performing technical surveying utilizing equipment weighing up to 30 pounds in all types of terrain.

MINIMUM QUALIFICATIONS: A Bachelor of Science degree in Surveying, Land Law or closely related field; and five (5) years of progressively responsible electronic surveying experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.