

REGISTERED SURVEYOR

DEFINITION: Under general supervision, performs work of considerable difficulty in planning and performing all types of land surveying; performs final examination and certification of all field data and plats of surveys executed by the office; 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:

Oversees field crews in surveying and compiling information; oversees crews taking cross sections and topography for slope stability studies; oversee drafters in preparation of plan and profile sheets; gathers land boundary information for land withdrawal; performs legal research of documents pertaining to land withdrawal surveys; writes legal descriptions of land to be withdrawn.

Provides final legal review and acceptance of field surveys prior to affixing signature and registered seal to finished survey products (maps); meets with chapters and land use permittees to ensure understanding of extent of lands to be withdrawn; coordinates with all entities regarding surveying activities; reviews field notes and survey calculations; sets grades during large maintenance operations.

Trains engineering technicians in use of surveying equipment; provides instructions as to preparing field entries and note reduction, and creation of accurate and readable drawings by manual or computerized drafting; coordinates surveying data with various federal agencies; obtains additional field data where United States Geographical Survey (USGS) are inadequate or when specific details are needed.

Oversees engineering technicians in reducing maps; develops computer program capabilities in surveying; trains technicians in use of computer applications including AutoCAD and appropriate software and data collectors; researches and implements global positioning techniques; tracks and maintains all surveying equipment and supplies.

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, Autocad, Eagle Point and GPS mapping systems.

Knowledge of computer hardware, software and peripherals.

Knowledge of management and administration practices and procedures.

Knowledge of researching historical and legal documents and records.

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 presenting information to land owners and chapters regarding land withdrawals.

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

THE NAVAJO NATION

Class Code: 3321
Engineering Series
Engineering Support Group
Overtime Code: Exempt
Pay Grade: 67

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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 Civil Engineering, Surveying, Land Law or closely related field with four (4) years of progressively responsible electronic surveying experience.

SPECIAL REQUIREMENTS: Must possess a Registered Surveyor License, a valid state driver's license and a Navajo Nation Vehicle Operator's Permit.

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.