

## REGISTERED LAND 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, compiling related information, taking cross sections and topography for slope stability studies; supervises Engineering Technicians; ensures compliance with applicable Navajo Nation and Federal laws, policies and procedures; utilizes US Bureau of Land Management (BLM) Cadastral monuments to control surveys of locating geographic positions and perpetuation of the existing Public Land Survey System (PLSS); oversees residential, economic and community development land withdrawal surveys; verifies land boundary information for land withdrawals; performs legal research of documents pertaining to land withdrawal surveys; writes legal descriptions of land to be withdrawn for development.

Provides final legal review and acceptance of field surveys prior to affixing signature and registered seal to finished survey products; ensures land withdrawal regulation is adhered, topo maps, meets with chapters CLUP Committee, and land use permittees to ensure understanding of extent of lands to be withdrawn; coordinates with all entities regarding surveying activities; reviews and approves field notes and survey calculations; assumes full legal responsibility for survey work and for legal recording of documents into the Navajo Land Titles Data Systems; ensures descriptions of property boundary surveys utilized in deeds, leases or other legal documents are established using the cadastral survey control points; sets grades during large maintenance operations.

Trains engineering technicians in use of surveying equipment, survey methods, computer applications including AutoCAD; Carlson Survey software; and other appropriate software and data collectors, computing geodetic measurement and the interpretation of survey data; provides instructions on the preparation of field entries and note reduction, the development of standards for computerized drafting and templates for official Navajo Nation survey plats and the creation of accurate electronic survey plat with accurate legal descriptions; oversees technicians in reducing maps; develops computer program capabilities in surveying; researches and implements global positioning techniques; 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; tracks and maintains all surveying equipment and supplies.

Represents the department with oversight of all surveys on the Navajo Nation to ensure compliance with the Navajo Nation Survey Policy Manual by monitoring approval of permission to survey; monitors tribal entities, business, private and chapter land use plan developments and land withdrawal for community and economic development and ensures that legal descriptions are correct; reviews survey plats on lands to be purchased by the Navajo Nation to ensure the correct acreage is described in the title and deed.

### **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.

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Knowledge of legal land description methods and practices.  
Knowledge of GIS, AutoCAD, Eagle Point, Carlson Survey software, 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.  
Skill in establishing and maintaining effective working relationships.

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

#### **MINIMUM QUALIFICATIONS:**

- An Associate's degree in Land Surveying or closely related field; and six (6) years of progressively responsible electronic surveying experience involving the supervision of legal survey plats and interpretation of Federal, State BLM and Navajo Nation Survey Standards/Policies.

#### **PREFERRED QUALIFICATIONS:**

- A Bachelor's degree in Land Surveying or closely related field.

#### **SPECIAL REQUIREMENTS:**

- Possess a Registered Surveyor License.
- Possess a valid state driver's license.

#### **Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.