MERCED IRRIGATION DISTRICT
LAND SURVEYOR PROJECT MANAGER – WATER RESOURCES

FLSA Status –Exempt

DEFINITION:

Under general direction, manage all aspects of departmental land surveying, encroachment, rights-of-way, and assessment district functions, as well as managing assigned studies and projects.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Perform complex field survey work and determine appropriate survey procedures and methodologies for tolerances, staking methods, data collection methods, and adjustments needed for District construction projects, evaluation of legal land boundaries, or special study projects.
- Direct and participate in the research, compilation, and verification of survey and right-of way data; review completed surveys, maps, descriptions, and plats prepared by District staff or others for completeness and conformance to District standards and legal requirements.
- Prepare, sign and seal legal descriptions; prepare Record of Surveys and Corner Records as required by law.
- Review, comment and prepare legal deeds, agreements and other documents involved with easements, rights-of-way and property grants.
- Manage all aspects of assigned studies and projects, including the preparation and monitoring of project budgets, supervision of staff, consultants and vendors, acquisition of required permits, preparation and review of design documents and contracts and agreements.
- Manage encroachment projects associated with public agency, utility, grower and private projects to ensure that impacts to the MID water system are mitigated in accordance with Board policy and MID practices.
- Review plans submitted by public agencies, utilities, growers and private parties for conformance with District standards and requirements. Generate written comments with other District personnel as required to comply with District requirements;
- Manage departmental functions of special assessment districts;
- Provide technical support and direction to MID engineering staff and other departments' staff on an as needed;
- Assist in the development of strategic plans, policy formulation and execution of said plans and policies;
- Perform other duties as requested, directed, or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Degree from an accredited college or university with major course work in areas such as civil, agricultural engineering, surveying or a related field is preferred.

Experience:

- Five (5) years of experience as a licensed land surveyor;
- Five (5) years of experience managing capital projects;

Ability to:

- Review, analyze, organize and process surveys and data accurately and in compliance with surveying standards set by the California Board of Professional Engineers and Land Surveyors and the Professional Land Surveyor's Act.

- Prepare, present and administer budgets;
- Oversee, manage and direct projects from conception to completion;
- Interpret and apply federal, state and local laws, policies, procedures, regulations and building requirements;
- Effectively develop, negotiate and monitor agreements and contracts;
- Obtain permits and licenses as needed;
- Initiate and maintain effective safety practices that relate to the nature of the work;
- Maintain records, analyze data, and compile comprehensive technical reports and recommendations concerning various aspects of engineering/surveying;
- Effectively utilize various engineering software programs, spreadsheets, word processing software and other typical office software programs and peripheral equipment;
- Work cooperatively with a wide variety of stakeholders on a regular basis, from District growers to local, state and federal agencies;
- Communicate effectively, both orally and in writing, with all levels of management, employees and the public, work cooperatively with others.
- Understand and carry out oral and written instructions
- Maintain confidentiality.
- Operate a vehicle observing legal and defensive driving practices.

Knowledge of:

- Subdivision Map Act;
- Surveying principles and practices;
- All pertinent surveying equipment and technology;
- Trigonometry and surveying;
- Project management principles;
- Contract preparation and administration;
- Project initiation, CEQA requirements, design and construction;
- Bid and contracting processes and applicable laws;
- Pertinent federal, state, and local laws, codes and regulations;

Necessary Special Requirements:

- A valid California registration as a Licensed Land Surveyor
- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 50% or less work time spent outside a building and exposed to the sun.
- Irregular or extended workhours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment.

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment;
- Self-directing and organized;
- Reason objectively;
- Assess, project and plan work activities on a daily and weekly basis;
- Document concisely, accurately and timely;
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

Sitting:	Remains in a seated position for up to eight (8) hours per day.
Hands/Arms:	Operates computer for up to eight (8) hours per day.
Lifting:	Raises and lowers boxes and supplies up to fifty (50) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist.
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Deputy General Manager, Water Resources.