

**KENNEWICK IRRIGATION DISTRICT  
JOB DESCRIPTION**

**PROFESSIONAL LAND SURVEYOR**

**REPORTS TO:** Engineering/Operations Manager  
**DATE:** June 2019

**GENERAL SUMMARY:**

Under the general and administrative direction of the Engineering/Operations Manager, plans, organizes and performs a variety of technical engineering surveying activities related to the design and construction of projects; creation and review of parcel and easement boundary legal descriptions, review of canal easements and rights of ways and property segregation documents; coordinates and performs surveying activities; performs technical duties in the measurement of geographical features; trains supporting staff and performs surveying work.

**ESSENTIAL DUTIES:**

The following list reflects the essential job duties and responsibilities of this classification, but should not be considered all-inclusive. The incumbent will be expected to perform other related duties as assigned.

1. Plans, organizes and performs a variety of technical engineering surveying activities related to the design and construction of engineering projects; performs surveying activities in the field; assists in the creation and maintenance of KID as-built maps in GIS and AutoCAD software.
2. Assist in the troubleshooting, calibration and maintenance of machine control survey equipment; assist in training field personnel in machine control display, file transfers, and other related duties.
3. Assists in the management of encroachments, permits, and land use agreements involving KID property, easements or rights of ways.
4. Performs work such as deed research, court record searches, utility location, data collection and reviews preliminary calculations; consults with engineers, contractors and outside entities before survey work is assigned; establishes priorities and time lines; monitors work status and progress to assure accuracy, compliance and timely completion of survey projects.
5. Translates survey data for use in finished documents such as plats, deeds, maps or drawings; prepares legal description of property to be acquired or disposed of; prepares records of survey, corner records, and other reports; creates, reviews and approves parcel boundary descriptions, easement descriptions and land segregation documents.
6. Creates and manages a system of survey control that facilitates accurate survey work by the KID and private surveyors working on properties within the KID.
7. Reviews and responds to public requests and complaints regarding assigned areas and land survey related matters; attempts to resolve the issues or directs the individual to the appropriate individual to achieve a speedy resolution.
8. Provides written and verbal reports as necessary on assigned projects and contracts; prepares reports for outside groups, KID Board, or other agencies as requested.
9. Assists in the overseeing the operation of survey equipment and machine control equipment; participates in surveying activities; uses modern surveying principles, techniques and practices, engineering and drafting hardware, software; reduces data from

field books; operates specialized survey equipment in the field to gather design information or to perform construction staking for KID projects.

10. Establishes and maintains KID survey records and surveying data bases; maintains and manages the as-built record data for private development and KID projects; assists in the preparation and maintenance of various records and files related to surveying activities.
11. Establishes priorities and time lines; monitors work status and progress to assure accuracy, compliance and timely completion of survey projects.
12. Performs independently and is expected to exercise initiative and judgment in carrying out complex assignments in compliance with established policies regulations and/or industry standards.
13. Assists in monitoring and managing project construction for compliance with design, performs surveying activities to support the completion of construction projects in accordance with best practices for Professional Land Surveying, project specifications and KID standards.
14. Drive District vehicles in the course of duties.
15. Performs other related duties as assigned.

#### **EDUCATION/EXPERIENCE:**

1. Must have a Bachelor's degree in surveying, engineering technology, or closely related field.
2. Must have a Washington State Professional Land Surveyor license.
3. Must have an equivalent combination of education and experience that will provide the necessary knowledge, skills, and abilities to be successful in performing the essential functions of the job.

#### **OTHER REQUIREMENTS**

1. Must possess a valid State of Washington driver's license and maintain an acceptable Washington State vehicle driving record
2. Must pass a criminal background investigation.
3. Must maintain a level of mental and physical fitness required to perform the essential functions of this classification.

#### **KNOWLEDGE, ABILITIES, AND/OR SKILLS:**

Needs good interpersonal skills. Ability to communicate well both verbally and in written form. Ability to operate under pressure. Needs to have depth and breadth of knowledge in construction and project management and be able to effectively handle multiple projects at once.

This person must have a proven track record of ability to plan, implement and accomplish short-term and long-term solutions to surveying related work.

Must have a knowledge or skillset in the following areas:

1. Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
2. Be Accountable for Performance: Actively shows responsibility, reliability, and

trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

3. Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
4. Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
5. Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

### **Job Analysis**

	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Notes</b>
Climbing				X		Up/down metal or wood stairs; up/down canal embankment
Balancing					X	On uneven ground, on ladder
Stooping/Bending					X	On uneven ground
Twisting/Squatting/Kneeling					X	On uneven ground, paved/unpaved
Crawling	X					
Foot Controls			X			Vehicle
Lifting				X		Survey equipment
Reaching Forward				X		Open door
Reaching Level				X		Cleaning equipment
Reaching Below Waist			X			
Reaching Above Shoulder			X			
Handle/Grasp					X	Equipment
Fine Finger Manipulation					X	Equipment, steering wheel, computer keyboard and mouse
Hand Controls		X				Vehicle/backhoe,
Repetitive Motion				X		Keyboarding, operating computer mouse and/or standard office equipment
Vibratory Tasks			X			
Pulling				X		
Talking				X		With customers, peers, before groups
Hearing					X	With customers, peers
Visual					X	Read print and computer screen, light, dark, twilight, inside/outside; peering in; checking mirrors; looking for hazards
Environmental Conditions					X	In heat, cold, rain, snow, wind, light, dark

	N	S	O	F	C	Notes
Exposure to Weather				X		Position works outside
Extreme Cold					X	Capital improvement projects
Extreme Heat				X		Survey boundaries
Wet and or Humidity			X			Outside position
Proximity to moving mechanical parts				X		Amon Pump; other pumps, motorized weed screens
Noise Intensity – Loud			X			
Exposure to Heights			X			
Exposure to Electricity		X				
Exposure to Toxic/Caustic Chemicals			X			Need to be aware when chemical applications are made to canals
Exposure to Radiation	X					
Other						

Key:

N = Never

S = Seldom

O = Occasional

F = Frequent

C = Constant

Approved:



Charles Freeman, District Manager

Date: 6/4/19

Confirmed by Board: June 4, 2019