

Staff Report

for the Board of Directors Meeting of August 22, 2018

TO: Board of Directors

FROM: Jana Kolakowski, Human Resources Manager

DATE: August 9, 2018

SUBJECT: Additions and Updates to Engineering Job Classifications
(Consent)

HUMAN RESOURCES

RECOMMENDATION:

Approve additions and updates to the following Engineering Job Classifications, as recommended by the Administrative Practices Committee on August 7, 2018.

BACKGROUND:

The Engineering Department continues with adjustments in its organization and roles in the Survey function and GIS have become more well-defined, necessitating new classifications. Additionally, the Sr. Right of Way Agent requires minor updates. As a result, the following job classifications and updates are proposed:

1. Survey Technician I/II
 - a. This is a new classification, adapted from the Engineering Technician I/II.
 - b. Title now has “survey” and is specific to employees working in the Survey section.
 - c. AA/equivalent degree removed for the level I in education.
 - d. Minor updates to essential functions and qualifications.
 - e. There is one employee currently in the Survey section who would be reclassified to this series, currently under filling a budgeted Sr. Engineering Technician.
 - f. Designated in the Field Unit and retains the salary schedule of the Engineering Technician I/II.

2. Senior Survey Technician
 - a. This is a new classification, adapted from the Senior Engineering Technician
 - b. Title now has “survey” and is specific to employees working in the Survey section.
 - c. Physical conditions changed from lifting 25 lbs. to 50 lbs.
 - d. There is one employee currently in the Survey section who would be reclassified.
 - e. Designated in the Field Unit and retains the salary schedule of the Senior Engineering Technician.
3. GIS Technician I/II
 - a. This is a new classification, adapted from the Engineering Technician I/II
 - b. Some essential functions removed and reordered.
 - c. There is one employee who would be reclassified.
 - d. Designated in the Office Unit and retains the salary schedule of the Engineering Technician I/II.
4. Sr. Right of Way Agent
 - a. Clarified the supervisory role for the position.
 - b. Minor update to essential function #6 (assist replaces administer).
 - c. There is one employee with this classification.
 - d. Change designation from Field Unit to Supervisor Unit.

The Administrative Practices Committee recommended that the additions and updated Engineering Job Classifications be submitted to the Board of Directors as a Consent Agenda item.

BUDGETARY IMPACT:

None.

Attachments (4):

- Job Description - Survey Technician I/II
- Job Description - Senior Survey Technician
- Job Description - GIS Technician I/II
- Job Description - Sr. Right of Way Agent

NEVADA IRRIGATION DISTRICT

SURVEY TECHNICIAN I SURVEY TECHNICIAN II Range B03/B23 – BOD **XX/XX/2018**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of field and office technical duties in support of Engineering Department functions including surveying, drafting, and mapping.

DISTINGUISHING CHARACTERISTICS

Survey Technician I: This is the entry level class in the Survey Technician series. Positions in this class typically have little or no directly related work experience. The Survey Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Survey Technician II: This is the journey level class in the Survey Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Survey Technician in that the latter performs the most difficult and responsible types of duties assigned to classes within this series and may exercise technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Survey Technician I

Receives immediate supervision from an assigned supervisor; may receive technical and functional supervision from a designated supervisor as indicated by the Engineering Manager.

Survey Technician II

Receives general supervision from assigned supervisor; may receive technical and functional supervision from assigned senior department staff .

NEVADA IRRIGATION DISTRICT

Survey Technician I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform field work including surveying and staking of in-house projects using a variety of technical survey equipment; reduce field survey notes and computer traverses, grades, closures, distances and areas for office use; operate and maintain survey instruments and equipment.
2. File and retrieve engineering and related plans, maps, exhibits and various documents; update files and maintain document reference and retrieval systems.
3. Provide internal and external customers with information, such as legal descriptions of parcels, address verification, property ownership, assessor's parcel numbers, easements, public right-of-way, and property jurisdiction.
4. Calculate, analyze and evaluate various field and engineering data related to survey, geographic, mechanical, hydraulic and structural design.
5. Develop design drawings for simple to moderately complex construction projects, exhibits, right-of-way plats and diagrams.
6. Complete plans and details of simple to moderate complexity for canals, pipelines, water control and measurement structures, access roads, drainage systems and similar types of projects.
7. Assist with creating, maintaining and utilizing GIS (Geographic Information System) for office, field and project purposes; assist with receiving and analyzing customer GIS needs and determining best method of meeting those needs and the appropriate application of GIS.
8. Assist with updating and maintaining GIS per as-built drawings of projects; assist with identifying and resolving errors in GIS and other engineering related databases.
9. Participate in planning and determining the appropriate control and procedures to complete varied survey tasks; assist survey field crews on assigned surveys.
10. Research and acquire maps, legal descriptions, and deeds necessary to accomplish survey; participate in the reconnaissance of projects to determine best method of survey.

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Survey Technician I/II

Essential Functions: *(Continued)*

11. Assist with the design and redesign of construction projects, as necessary, to meet unforeseen problems in the field.
12. Calculate a wide variety of survey data; participate in the preparation of computer generated maps and reports based on survey data.
13. Coordinate efforts with other departments as directed.
14. Build and maintain positive working relationships with co-workers, other District employees and interact with the public using principles of good customer service.
15. Perform related duties as assigned.

QUALIFICATIONS

Survey Technician I

Knowledge of:

Basic drafting and surveying techniques, terminology, methods, and practices.
Basic mathematical principles including algebra, geometry and trigonometry.
Basic document control techniques.
Applicable equipment and instruments used in drafting and surveying.
Basic design and construction theory and engineering design standards.
Modern office equipment including use of applicable computer applications.
Principles and practices of effective customer service.

Ability to:

Perform a variety of field and office engineering work including surveying, drafting and mapping.
Learn to reduce, interpret and apply field notes in performing drafting work.
Learn to use CAD (Computer Aided Drafting), GIS (Geographic Information Systems),
GPS (Global Positioning System) and other tools, methods and techniques to complete
drafting, surveying and graphic work assignments.
Learn the application of map scale representation related to engineering design and construction.
Learn to conduct comprehensive survey studies and develop appropriate recommendations.
Learn to compile and analyze technical information and prepare technical documents and reports
related to area of assignment.
Perform mathematical calculations with speed and accuracy.
Use and care for surveying, drafting, mechanical, and computer instruments and equipment.
Perform technical research related to maps, deeds and property rights.
Learn to read and understand construction plans and specifications.

NEVADA IRRIGATION DISTRICT

Survey Technician I/II

Ability to: *(Continued)*

Become proficient in the use of a variety of modern survey equipment including robotic total stations, digital levels and GPS.

Operate and use modern office equipment including a computer and applicable software.

Maintain accurate records.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of technical engineering experience is desirable.

Education:

Equivalent to completion of the twelfth grade supplemented by course work in mathematics, surveying, drafting, CAD, GPS, GIS, database management or a related field.

License and Certificate:

Possession of a valid California driver's license.

NEVADA IRRIGATION DISTRICT

Survey Technician I/II

Survey Technician II

In addition to the qualifications for the Survey Technician I:

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Survey Technician I with the Nevada Irrigation District.

Education:

Equivalent to completion of an Associate's degree, with course work in surveying, mathematics, drafting, CAD, GPS, GIS, database management or a related field.

Knowledge of:

Principles and practices of algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.

Policies and regulations related to construction, extension, and maintenance of a variety of public works and utility systems and facilities.

Principles and practices of technical report writing and data presentation.

Survey and audit techniques and practices related to area of assignment.

Applicable equipment and instruments used in area of assignment.

Engineering maps and records.

Construction materials and methods.

Ability to:

Independently perform technical engineering duties related to area of assignment.

Use CAD (Computer Aided Drafting), GIS (Geographic Information Systems), and GPS (Global Positioning System) and other computer applications related to technical surveying and engineering work.

Reduce, interpret and apply field notes in performing drafting work.

Compile and analyze technical information; problem-solve complicated engineering issues and identify alternatives and make related recommendations.

Perform engineering and mathematical calculations with speed and accuracy.

Perform database management tasks related to area of assignment.

Analyze spatial and tabular data using GIS software to produce maps and exhibits.

NEVADA IRRIGATION DISTRICT

Survey Technician I/II

License and Certificate:

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is generally performed outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions. Some work is done in a temperature controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining mental condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; explain jobs to others; handle conflict.

NEVADA IRRIGATION DISTRICT

SENIOR SURVEY TECHNICIAN

Range B43 – BOD **XX/XX/18**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To organize, assign and review the work of assigned personnel engaged in a variety of field and office technical engineering support duties including surveying, mapping and drafting; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Survey Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures and knowledgeable in their assigned areas of responsibility. Employees should be able to function independently and solve problems as needed to complete assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor.

Exercises technical and functional supervision over assigned technical personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plan, prioritize, and review the work of staff assigned to a variety of technical field and office duties in support of surveying, drafting, mapping and related engineering activities.
2. Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
3. Participate in evaluating the activities of staff, recommending improvements and modifications.
4. Provide and coordinate staff training; work with employees to correct deficiencies.

NEVADA IRRIGATION DISTRICT

Senior Survey Technician

Essential Functions: *(Continued)*

5. Plan and determine appropriate control and procedures necessary to complete survey activities; perform reconnaissance of projects to determine best method of survey; direct survey field crews on assigned surveys.
6. Under direction, prepare analytical and statistical reports related to assigned operations and activities.
7. Research and organize a large variety of official records pertaining to surveying, drafting and mapping.
8. Prepare right-of-way plats and legal descriptions.
9. Provide internal and external customers with information, such as legal descriptions of parcels, address verification, property ownership, assessor's parcel numbers, easements, public right-of-way, and jurisdiction.
10. Calculate, analyze and evaluate various field and engineering data related to survey, geographic and mechanical, hydraulic and structural design.
11. Research and acquire maps, legal descriptions, and deeds necessary to accomplish survey; participate in the reconnaissance of projects to determine best method of survey.
12. Coordinate and perform field work including surveying and staking of in-house projects using a variety of technical survey equipment; reduce field survey notes and computer traverses, grades, closures, distances and areas for office use; operate and maintain survey instruments and equipment.
13. Perform the most difficult work related to technical surveying, drafting and mapping duties.
14. Build and maintain positive working relationships with co-workers, other District employees and interact with the public using principles of good customer service.
15. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Modern electronic survey and survey data processing equipment.

Principles and practices of algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.

NEVADA IRRIGATION DISTRICT

Senior Survey Technician

Knowledge of: *(Continued)*

Policies and regulations related to construction, extension, and maintenance of a variety of public works and utility systems and facilities.

Principles and practices of technical report writing and data presentation.

Survey and audit techniques and practices related to area of assignment.

Applicable equipment and instruments used in area of assignment.

Engineering maps and records.

Construction materials and methods.

Applicable Federal, State, and local laws, regulations, and codes.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

Perform the most complex duties related to technical field and office engineering activities including surveying, drafting and mapping.

Perform technical research and solve technical engineering problems.

Prepare and maintain accurate and detailed records and prepare comprehensive reports.

Conduct comprehensive studies and develop appropriate recommendations.

Use a variety of modern survey equipment including robotic total stations, digital levels and GPS

Use CAD (Computer Aided Drafting), GIS (Geographic Information Systems), and GPS (Global Positioning System) and other computer applications related to technical engineering work.

Reduce, interpret and apply field notes in performing drafting work.

Compile and analyze technical information; problem-solve complicated engineering issues and identify alternatives and make related recommendations.

Perform engineering and mathematical calculations with speed and accuracy.

Perform database management tasks related to area of assignment.

Analyze spatial and tabular data using GIS software to produce maps and exhibits.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

NEVADA IRRIGATION DISTRICT

Senior Survey Technician

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible journey experience similar to Survey Technician II with the Nevada Irrigation District.

Education:

Equivalent to completion of an Associate's degree, with course work in surveying, mathematics, drafting, CAD, GPS, GIS, database management or a related field.

License and Certificate:

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is generally performed outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions. Some work is done in a temperature controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining mental condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; explain jobs to others; handle conflict.

NEVADA IRRIGATION DISTRICT

GIS TECHNICIAN I GIS TECHNICIAN II Range B03/B23 – BOD **XX/XX/2018**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of field and office technical duties in support of Engineering Department's Geographical Information Systems (GIS) functions including surveying, drafting, and mapping.

DISTINGUISHING CHARACTERISTICS

GIS Technician I: This is the entry level class in the GIS Technician series. Positions in this class typically have little or no directly related work experience. The GIS Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

GIS Technician II: This is the journey level class in the GIS Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

GIS Technician I

Receives immediate supervision from an assigned supervisor; may receive technical and functional supervision from a designated supervisor as indicated by the Engineering Manager.

GIS Technician II

Receives general supervision from an assigned supervisor; may receive technical and functional supervision from a designated supervisor as indicated by the Engineering Manager.

NEVADA IRRIGATION DISTRICT

GIS Technician I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Create, maintain and utilize GIS (Geographic Information System) for office, field and project purposes; receive and analyze customer GIS needs and determine best method of meeting those needs and the appropriate application of GIS.
2. Update and maintain GIS per as-built drawings of projects; identify and resolve errors in GIS and other engineering related databases.
3. Coordinate with outside vendors and contractors for the publication, distribution and management of documentation.
4. File and retrieve engineering and related plans, maps, exhibits and various documents; update files and maintain document reference and retrieval systems.
5. Provide internal and external customers with information, such as maps, legal descriptions of parcels, address verification, property ownership, assessor's parcel numbers, zoning designations, easements, public right-of-way, and property jurisdiction.
6. Calculate, analyze and evaluate various field and engineering data related to geographic, survey, mechanical, hydraulic and structural design.
7. Develop design drawings for simple to moderately complex construction projects, exhibits, right-of-way plats and diagrams.
8. Complete plans and details of simple to moderate complexity for canals, pipelines, water control and measurement structures, access roads, drainage systems and similar types of projects.
9. Perform field work including surveying and staking of in-house projects using a variety of technical survey equipment; reduce field survey notes and computer traverses, grades, closures, distances and areas for office use; operate and maintain survey instruments and equipment.
10. Participate in planning and determining the appropriate control and procedures to complete varied survey tasks; assist survey field crews on assigned surveys.

NEVADA IRRIGATION DISTRICT

GIS Technician I/II

Essential Functions: *(Continued)*

11. Coordinate efforts with other departments as directed.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

QUALIFICATIONS

GIS Technician I

Knowledge of:

Basic drafting and surveying techniques, terminology, methods, and practices.
Basic mathematical principles including algebra, geometry and trigonometry.
Basic document control techniques.
Applicable equipment and instruments used in drafting and surveying.
Basic design and construction theory and engineering design standards.
Modern office equipment including use of applicable computer applications such as GIS.
Principles and practices of effective customer service.

Ability to:

Perform a variety of field and office engineering work including surveying, drafting and mapping.
Learn to reduce, interpret and apply field notes in performing drafting work.
Learn to use CAD (Computer Aided Drafting), GIS (Geographic Information Systems),
GPS (Global Positioning System) and other tools, methods and techniques to complete
drafting, surveying and graphic work assignments.
Learn the application of map scale representation related to engineering design and construction.
Learn to conduct comprehensive survey studies and develop appropriate recommendations.
Learn to compile and analyze technical information and prepare technical documents and reports
related to area of assignment.
Perform mathematical calculations with speed and accuracy.
Use and care for surveying, drafting, mechanical, and computer instruments and equipment.
Perform technical research related to maps, deeds and property rights.
Learn to read and understand construction plans and specifications.
Operate and use modern office equipment including a computer and applicable software.
Maintain accurate records.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.

NEVADA IRRIGATION DISTRICT

GIS Technician I/II

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

GIS Technician I

Experience:

One year of technical engineering experience is desirable.

Education:

Equivalent to completion of an Associate's degree, with course work in mathematics, drafting, CAD, GPS, GIS, database management or a related field.

License and Certificate:

Possession of a valid California driver's license.

GIS Technician II

In addition to the qualifications for the GIS Technician I:

Knowledge of:

Principles and practices of algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.

Policies and regulations related to construction, extension, and maintenance of a variety of public works and utility systems and facilities.

Principles and practices of technical report writing and data presentation.

Survey and audit techniques and practices related to area of assignment.

Applicable equipment and instruments used in area of assignment.

Engineering maps and records.

NEVADA IRRIGATION DISTRICT

GIS Technician I/II

Construction materials and methods.

Ability to:

Independently perform technical engineering duties related to area of assignment.

Use CAD (Computer Aided Drafting), GIS (Geographic Information Systems), and GPS (Global Positioning System) and other computer applications related to technical engineering work.

Reduce, interpret and apply field notes in performing drafting work.

Compile and analyze technical information; problem-solve complicated engineering issues and identify alternatives and make related recommendations.

Perform engineering and mathematical calculations with speed and accuracy.

Perform database management tasks related to area of assignment.

Analyze spatial and tabular data using GIS software to produce maps and exhibits.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to GIS Technician I with the Nevada Irrigation District.

Education:

Equivalent to completion of an Associate's degree, with course work in mathematics, drafting, CAD, GPS, GIS, database management or a related field.

License and Certificate:

Possession of a valid California driver's license.

NEVADA IRRIGATION DISTRICT

GIS Technician I/II

WORKING CONDITIONS

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining mental condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; explain jobs to others; handle conflict.

NEVADA IRRIGATION DISTRICT

SENIOR RIGHT OF WAY AGENT

Range B93 – BOD **XX/XX/18**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, direct and supervise the work of assigned personnel engaged in professional activities related to the acquisition and disposition of right-of-way, easements and real property for District projects; to perform duties requiring specialized knowledge; and to provide technical support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Right of Way Agent series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing direct supervision over assigned personnel and perform the more complex duties associated with the acquisition and disposition of real property. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from- assigned supervisor as designated by the Engineering Manager~~the Principal Engineer~~.

Exercises direct supervision over assigned professional and technical personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the performance of professional and technical duties associated with the acquisition and disposition of real property and easements.
2. Plan, prioritize, assign supervise and review the work of staff assigned to a variety of professional and technical duties related to the acquisition and disposition of real property and easements for District projects.

NEVADA IRRIGATION DISTRICT

Senior Right of Way Agent

3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

NEVADA IRRIGATION DISTRICT

Senior Right of Way Agent

Essential Functions: *(Continued)*

4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Assist with ~~administer~~ the District's encroachment permit process involving the research, determination and disposition of surrounding encroachment issues on District lands and easements, and with outside agencies and property owners.
7. Accept grants of real property interests and other legal documents for the District as authorized by the Board of Directors.
8. Confer and coordinate with District's legal counsel, management, and Board of Directors regarding procedural and legal practices relating to real property interests, including but not limited to, acquisition, relinquishment, eminent domain proceedings, quiet title actions and injunctions.
9. Review submissions and applications for use permits, land subdivisions, new water facility installations, abandonment of public easements and variances; advises applicants and outside agencies of right-of-way and encroachment requirements and conditions of approval.
10. Review, analyze and comment on developer submitted parcel maps, subdivision maps, improvement and development plans; represent the District's interest by negotiating with the developer, developer's legal counsel, project engineer, surveyor, and/or consultant.
11. Represent the District's interests for proposed development with outside agencies; coordinate the inclusion of District requested conditions; secure right-of-way, road and facility easements, setbacks and other identified conditions of approval with County prior to final map acceptance.
12. Contract with private consultants, agents and appraisers for the performance of right-of-way activities.
13. Negotiate and interact with property owners and public agencies regarding contract terms pertaining to property transactions.
14. Prepare or review appraisals to determine fair market value and just compensation.

NEVADA IRRIGATION DISTRICT

Senior Right of Way Agent

Essential Functions: *(Continued)*

15. Prepare Request for Bids, negotiate, and develop contracts for title company and appraisal services; prepare escrow instructions for the purchase of property for the sale of District-owned real estate; order and review title reports and litigation guarantees for real property being purchased.
16. Prepare a variety of technical documentation, written reports, agreements and correspondence.
17. Participate in and make presentations at meetings with District staff, Board of Directors, and outside professionals, fire districts, city and county governments and property owners related to right-of-way projects and issues.
18. Perform the most difficult work related to the acquisition and disposition of real property.
19. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
20. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices associated with the acquisition and relinquishment of real property interests.
Methods of public records research.
California real estate and land use law, including eminent domain law and regulations governing the acquisition of real property and right-of-way for public use and the subdivision of land.
Professional appraisal practices, procedures and ethics.
Principles and practices of engineering for the design and construction of water facilities and street improvements.
Principles and practices of effective customer service.
Modern office equipment including use of applicable computer applications.
Principles and practices of supervision, training and performance evaluations.
Principles and practices of budget monitoring.
Principles and practices of safety management.
Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct right-of-way operations/activities.
Interpret and explain pertinent District and department policies and procedures.

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Ability to: *(Continued)*

Conduct complex negotiations with members of the general public in order to acquire real property interests or right-of-way, and/or settle conflicts of interest between private homeowners and/or outside agencies.

Analyze proposed projects for right-of-way acquisition requirements to make clear and concise recommendations on how to proceed.

Interpret and/or prepare legal documents, maps, and drawings utilized in real estate transactions, appraisal of property and easements.

Read, understand and apply legal terminology necessary to develop and interpret contracts, right-of-way agreements, deed, temporary construction easements and related documents.

Develop independent appraisal and review the appraisal work of others, ensuring conformance with applicable standards and professional appraisal practices.

Review field conditions of proposed encroachments and encroachment violations to determine and implement necessary construction and administrative actions.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train, motivate, coach and evaluate assigned staff.

Responsibility to:

Report any safety risks or hazards to management personnel.

Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Obeying and promoting safe work practices.

Properly trained in safe work practices and procedures.

Utilizing proper protective equipment.

Operating equipment properly.

Acknowledging the use of safeguards by other employees.

Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties.

Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

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EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible journey experience similar to Right of Way Agent II with the Nevada Irrigation District.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work business administration, real estate, planning, engineering or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Appointment as State of California Notary Public.

Possession of, or ability to obtain, an appropriate and valid appraiser's license.

WORKING CONDITIONS

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; observe performance and evaluate staff; handle conflict.