

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV95316
Job Class Code:	140	Salary Schedule:	ASRRLDMAP
EEO Category:	03	Grade:	16
Workers Comp Code:	8601		

Job Code Established:	05/01/84	Effective Date:	
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Engineering Series

JOB CODE TITLE: ENGINEERING LAND MAPPING TECHNICIAN

HRIS TITLE: ENGRG LAND MAPPING TECH

WORK DESCRIPTION: Compiles, updates and maintains maps and legal descriptions of all State Trust land; reviews survey notes, legal descriptions and other relevant data to determine property boundaries; maintains accurate, up-to-date records of State Trust land which is owned, leased or sold; may conduct land surveys as required.

WORK ACTIVITIES: plots locations of specified sites on maps.

Constructs detailed engineering drawings using computer output data and survey information, working with some independence and flexibility of method.

Resolves geometric and trigonometric problems encountered during processes of making detailed engineering drawings.

Writes legal land descriptions from available data.

Searches blueprints, maps, charts, records, and diagrams for specific information regarding current construction or past work done in a future work site.

Gathers, assembles, organizes, collates and codes data received in surveys.

Conducts examination of all title acquisition documents to determine the nature and original character of title received by state. Reviews existing surveys to determine affect on state entitlement.

Searches for and retrieves information from files, and responds to informational requests requiring some judgment or discretion regarding current and specific business of the work system, as reflected in the records; this communication may be by telephone or by direct personal contact.

Searches land and property records for specific information to be utilized in the work system.

Makes calculations necessary for drawing of plats or descriptive maps of land sections.

Draws maps and cartographic illustrations.

Using survey instruments and equipment, performs topographic and boundary surveys and other measurements as required.

Using survey instruments, surveys property boundaries for property acquisition.

Gives and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone or by direct personal contact.

Performs related work as required.

WORK CONDITIONS: Close attention to detail for extended periods of time when drafting maps.

SUPERVISION: Under the supervision of a first-line supervisor, performs assigned duties within well-established and defined guidelines.

WORK RESULTS/PRODUCTS: Complete, accurate maps of State Trust land; complete, accurate legal land descriptions of land parcels which have been leased or sold by the State; complete, accurate files and records.

RESPONSIBILITY: Timely and accurate completion of all assigned projects; proper care, operation and maintenance of all drafting and survey equipment.

AUTHORITY: Determines proper layout of maps; accepts or rejects survey notes and/or legal land descriptions containing inaccurate or inadequate information.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: engineering drafting methods, procedures and techniques; files and records available for use in researching a variety of data; land survey methods, procedures and techniques; Federal and State statutes and agency standards, policies and procedures applicable to area of assignment; photogrammetric methods, interpretation and techniques.

Skill in: using and operating a variety of drafting equipment; using and operating a variety of survey equipment.

Ability to: analyze and evaluate a wide variety of data including survey notes, maps, aerial photographs and legal land descriptions; communicate verbally and in writing.