

STATE OF ARIZONA JOB CODE SPECIFICATION

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| FLSA: | EXP | Job Code: | ACV95317 |
| Job Class Code: | 140 | Salary Schedule: | ASRRLDMAP |
| EEO Category: | 03 | Grade: | 18 |
| Workers Comp Code: | 8601 | | |

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|------------------------------|-----------------|------------------------|--|
| 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 SUPERVISOR

HRIS TITLE: ENGRG LAND MAPPING SPV

WORK DESCRIPTION: Supervises and directs the compilation and maintenance of maps of all State Trust land; reviews applications or renewal requests for the lease or sale of State Trust land; develops maps and legal descriptions or the lease or sale of State Trust land.

WORK ACTIVITIES: devises a schedule of work or itinerary, agenda or timetable, or establishes priorities for self and subordinate-level workers on a daily or weekly basis.

Resolves technical or work procedure problems and questions presented by subordinate-level workers.

Adjusts and revises forms used by the work unit as needed.

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

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

Draws detailed maps, using survey data.

Writes legal land descriptions from available data.

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

Draws maps and cartographic illustrations.

Using survey instruments and equipment to survey land, makes determinations upon which to base written land descriptions on maps.

Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information.

Attends work system staff meetings; gives and receives information, participates in problem-solving and decision-making.

Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact.

Confers with staff and representatives of other divisions, sections or work units of own agency in order to agree on decisions, clarify information and resolve common problems.

Performs related work as required.

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

SUPERVISION: Works under the direction of a Section Manager, with work being performed independently, with supervision provided as needed regarding work unit policies and procedures.

WORK RESULTS/PRODUCTS: Complete, accurate land parcel and survey maps; complete, accurate legal land descriptions; completed graphic illustration projects.

RESPONSIBILITY: Scheduling and assigning work activities for subordinate staff; timely and accurate completion of projects assigned to the work unit; proper care and operation of all equipment assigned to the work unit.

AUTHORITY: Makes recommendations on agency actions regarding property disputes, applications and renewals; approves or disapproves all projects completed in the work unit; including surveys, legal description and maps.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: land surveying methods, procedures and techniques; methods and procedures used in the development of legal land descriptions and land parcel maps; engineering drafting methods, procedures and techniques; Federal and State statutes and agency standards, policies and procedures applicable to the area of assignment; photogrammetric methods, interpretation and techniques; principles and practices of work leadership and management.

Skill/Ability to: apply the principles and practices of work leadership and management; analyze and interpret a wide variety of technical data, including legal land descriptions, survey notes, maps and aerial photographs; communicate verbally and in writing; establish and maintain work relationships with agency staff, contractors and representatives of governmental agencies.