

FRESNO IRRIGATION DISTRICT

POSITION: GIS SPECIALIST/SURVEYOR

FLSA STATUS: NON-EXEMPT

GRADE: 28

Revised: 5/06, 7/22/09, 4/6/11, 8/25/17

PURPOSE

Under varying degrees of direction, performs a variety of professional engineering office and field duties and requires a high degree of technical knowledge, initiative and independent judgment. Responsible for the implementation, operation and maintenance of District's Geographic Information System (GIS); acts as District's Party Chief on the surveying crews; prepares and reviews reports, legal descriptions, easements, rights-of-way, contract documents, drawings, and other engineering documents; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This position requires experience and professionalism in performing tasks. The incumbent is required to have a high degree of technical knowledge, supervisory ability, independent initiative and judgment. The incumbent at this level receives only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the District.

EXAMPLES OF DUTIES (ESSENTIAL FUNCTIONS):

- Regular and consistent attendance
- Create and maintain Geographic Information System (GIS) database for internal departments and public and private organizations.
- Performs pipeline surveys, acts as Chief of Party of a survey team setting grades and staking FID right-of-way.
- Locating District facilities with Global Positioning Satellite (GPS) unit.
- Competent in using SQL, Python, .NET, and other programming languages necessary for supporting GIS.
- Performs various complex GIS analysis and special studies as necessary for District staff.
- Maintains and documents procedures and quality control standards for GIS
- Train and support District staff in GIS use.
- Maintain other Engineering Databases utilizing various software such as MS Access.
- Represent District at meetings and conferences with other agencies, private developers, and the public.
- Serving as a right-of-way agent protecting the District's rights-of-way and easements.

- Preparing legal descriptions, District agreements and easements.
- Performs cost estimating on projects.
- Prepares the annual crop report and totals acreage within the district by crop.
- Prepares quarterly and annual groundwater reports.
- Performing special projects and provides liaison with other departments.
- Researching District, County and City agreement files.
- Reviewing encroachments and prepares response letters.
- with the contractor for a joint developer/District pipeline project.
- Handling grower, realtor, and attorney inquiries over the phone and counter.
- Making field inspection of construction projects by FID and contractor crews.

EMPLOYMENT STANDARDS

General:

- Performs related work as required.
- Employee will follow all safety rules.
- Employee will observe and follow all District policies and regulations
- Employee will report to work at the appointed time for each day he or she is scheduled to work;
- During paid work time, employee will perform all work tasks and responsibilities to the best of his or her ability with the focus on quality and timely completion;
- Employee will work cooperatively with co-workers and supervisors.
- Employee will represent the District in a positive and professional manner at all times.

Knowledge and Abilities

Must have *knowledge of*: operating a Geographic Information System (GIS); land survey methods and techniques; mathematics including algebra, trigonometry and geometry; nomenclature, symbols, methods, practices, techniques and instruments used in engineering; mapping and drafting (manual and computer based); modern office procedures, computer programs and applications software; and rights-of-way and real estate law relating to easement and encroachment;

Ability to: supervise and direct survey crews; operate and adjust survey equipment; record data accurately and completely; maintain effective relations with the public; work cooperatively with others; train others in surveying; following written and oral instructions; prepare reports and correspondence; learn and use

new software and equipment; and read and prepare maps and engineering plans; and read and write legal descriptions.

INTERNAL AND EXTERNAL CONTACTS

Internal Contacts:

- Watermaster; Maintenance Superintendent; Water Supervisors; Construction/Maintenance Supervisors
- Assistant Manager and General Manager
- Administrative Staff
- Water System Operators and Maintenance Staff

External Contacts:

- Contractor, Developers, Consulting Engineers, Agency Planners, Agency Engineers and Agency Inspectors
- Landowners and the General Public
- Attorneys advising on agreements and as representatives to landowners

EDUCATION AND EXPERIENCE

Any combination of education, experience, knowledge and abilities may satisfy the necessary minimum qualifications. A typical way to obtain the education, experience, knowledge and abilities would be:

Education

Bachelor's degree in Land Surveying, Geomatics, Civil or Agricultural Engineering is required

Experience

One (1) year of related technical experience for the GIS Specialist/Surveyor position (which can include an internship)

CERTIFICATES AND LICENSES

Driver License:

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.