



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISOR, RIGHT-OF-WAY SURVEY SERVICES	38	B	6.303

Under general direction, supervise the work and staff in the survey services section of the Right-of-Way Division involved in the statewide acquisition and property management program for the State highway system; coordinate survey services related projects and activities within the Section to include land surveying, resolving land boundary conflicts and preparation and interpretation of land conveyance documents.

Train, supervise and evaluate the performance of subordinate staff; assign and review work; take disciplinary action if needed; participate in interviewing new employees and make hiring recommendations.

Oversee all survey services related facets of a statewide acquisition and property management program for the State highway system.

Coordinate projects by participating in work program planning and scheduling; participating in right-of-way setting meetings wherein the limits of new rights-of-way are determined; assembling land ownership information to determine if any public lands are affected by a project; supplying estimates of anticipated costs to be incurred by the survey services section.

Direct the maintenance of an inventory of water rights held by the agency; direct the preparation of documents necessary to secure and appropriate water rights from the State Engineer's office for agency use on maintenance stations, rest areas and material sites.

Ensure permanent retention of right-of-way mapping, surveying and engineering calculations, material site files, township plat survey files, surplus property folders and agency construction contracts containing right-of-way information; provide engineers, surveyors, developers and the general public with right-of-way mapping and records upon request and answer questions verbally and through written correspondence as necessary.

Oversee the process involved in contract negotiations, monitoring and compliance by determining project requirements, requesting proposals to include time and costs, selecting a title company, preparing and delivering the contract, and reviewing reports to ensure compliance with the contract; process billing claims from title companies and public record offices.

Coordinate right-of-way issues with the Department of Transportation Board of Directors for the purpose of eminent domain condemnation actions, surplus property disposals and transfers of right-of-way to other public agencies.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university in surveying, mathematics, or physical science and three years of progressively responsible experience in land surveying, resolving land boundary conflicts, interpreting land conveyance documents and performing surveying and engineering calculations; **OR** registration as a Professional Land Surveyor; **OR** two years of experience as an Engineering Technician IV in Nevada State service; **OR** an equivalent combination of education and experience

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: survey and engineering calculations requiring geometry, trigonometry and analytical reasoning; surveying principles related to real estate for the resolution of land boundary conflicts. **Working knowledge of:** United States rectangular system of public land surveying; information available from federal, State, county and city offices related to right-of-way surveying. **Ability to:** read and interpret legal documents associated with real estate conveyance; analyze complex technical data such as survey field notes, survey and engineering plans, coordinate grid systems and land legal descriptions; write grammatically correct technical business correspondence related to right-of-way matters; supervise technical employees; work independently and with accountability; maintain composure and objectivity in difficult situations; perceive and define cause and effect relationships in regard to problems or changes by other disciplines involved in a mutual project.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: agency and section filing systems for the retrieval of survey and engineering maps, surveying and engineering calculations and documentation for any property owned or previously owned for the State highway system; current projects and assignments within the section and their respective priority; federal rules and regulations and State laws pertaining to highways. **Working knowledge of:** where to obtain survey and engineering related information or services within the agency; Nevada's highway milepost system and State and federal highway designation system; procedures established by a memorandum of understanding between the Bureau of Land Management, Federal Highway Administration and the agency; requirements for obtaining ground water from the State Engineer's office; agency policies and procedures applicable to right-of-way surveying. **Ability to:** write employee work performance standards and evaluations; delegate assignments and responsibilities to subordinate supervisors to comply with management directives; gauge time requirements for completion of a surveying assignment through knowledge of personnel, workload and specific assignments' degree of difficulty; change and modify policies and procedures to achieve needed results in surveying products when unusual circumstances dictate; respond to rapid changes in workload and priorities; speak clearly and distinctly before a large group.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.303

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