



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Surveyor</b>	
<b>Department:</b>	<b>Department of Resource Management &amp; Protection</b>	
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Grade: NE8</b>
<b>Opening date:</b>	<b>May 13, 2024</b>	<b>Closing date: Open until filled</b>

#### **Job Summary**

Adjusts and operates surveying instruments, such as the theodolite and electronic distance-measuring equipment, and compile notes, make sketches and enter data into computers for land assignments. Divides and recovers land assignments.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **Duties and Responsibilities**

- Obtains land survey data, such as angles, elevations, points, and contours using surveying instruments.
- Compiles notes, sketches and records of survey data obtained and work performed to produce a detailed AutoCad drawing.
- Maintains the drawing files and maps within a database.
- Meets with tribal members scheduled for land surveys.
- Conducts surveys in order to establish legal boundaries for properties to establish or re-establish land and property boundaries, property surveys, topographic surveys, boundary disputes, residential lease sites, crime sites, business lease sites, and right-of-ways.
- Selects measuring points in consideration of terrain and necessity for control points and sets rebar, stakes and other survey points.
- Verifies the accuracy of survey data, including measurements and calculations.
- Verifies or records the results of surveys, including the shape contours, location, elevation, and dimensions of land or land features into computer.
- Establishes fixed points for use in making maps using a theodolites, transits, levels, and satellite-based global positioning systems (GPS).
- Downloads field data for post processing.
- Researches legal and historical records from local surveyors, city, county, state and federal agencies for probate and court matters.
- Performs other duties as assigned.

#### **Minimum Qualifications**

- High School Diploma or GED.
- Associate's or Bachelor's Degree preferred.
- Three years land surveying experience.
- Computer and database skills required.
- Knowledge of Pathfinder, ArcMap, AcrCatalog, ArcSDE file sharing, PacSoft and Access Data Base.
- May be required to have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

***Tribal preference and Native American Indian preference shall apply to all positions.***

### **Knowledge, Skills and Abilities**

- Knowledge of cartographic/mapping systems and related software use and application.
- Knowledge of mapping symbols, standards, and terminology.
- Knowledge of basic surveying techniques, principles and proper safety techniques.
- Knowledge of surveying calculations with a hand held calculator and familiarity with Auto-CAD, surveying software and Topcon GRS-1 surveying equipment.
- Knowledge with fieldwork associated with surveying; traverse topographic, contour, leveling and other related surveying duties.
- Knowledge of the proper care and operation of all surveying and drafting equipment.
- Skill in operating computers and equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to stand; walk; and talk or hear. The employee occasionally is required to sit; and taste or hear. The employee must frequently lift and/or move up to 50 pounds.

### **Work Environment**

Work is generally performed both in an inside setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.