



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 123-24

OPENING DATE: 10/28/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Land Survey Technician
PAY GRADE: NE6 (\$22.73/hr.-\$30.69/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Survey & Mapping
REPORTS TO: Survey & Mapping Director
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Adjusts and operates surveying instruments, compiles field notes, collects data using GPS and makes preliminary sketches. Enters survey data into computers and produces a detailed Auto CAD drawing.

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.

JOB DUTIES:

- Assists in conducting land 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.
- Obtains land surveys data such as angles, elevation points, and contours using a Topcon GRS-1 and other surveying instruments.
- Performs routine surveying duties as a rodman and chainman; performs survey shots with a stadia rod, range-pole and prism.
- Selects measuring points in consideration of terrain and necessity for control points and sets rebars, stakes and other survey points.

- Collects data in the field with an electronic or manual field book and enters collected data into a Computer Aided Drafting System (Auto-CAD) and reduces field notes.
- Draws preliminary plats from reduced field notes or from legal descriptions; may be required to make sketches with brief notes.
- Computes bearings, distances and acreage of property surveys.
- Drafts final plants, either manually or in Auto-CAD.
- Maintains the drawing files and maps within a database.
- Researches legal and historical records from local surveyors, city, county, state and federal agencies.
- Maintains all surveying, drafting equipment and vehicles under the care of the Realty Office.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Four years land surveying or engineering experience.
- Associate's degree preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of cartographic/mapping systems and related software use and application.
- Knowledge of mapping symbols, standards, and terminology.
- Knowledge of basic surveying techniques and principles.
- Knowledge of 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 of design techniques involved in the production and use of precision technical plans, blueprints, drawings and models.
- 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 various word-processing, spreadsheets, and database software programs.
- Skill in system troubleshooting and problem-solving.
- Skill in reviewing and analyzing complex technical manuals or journals.
- Ability to extract essential information from official government plats and surveys; the ability to read a legal description, right-of-way maps, private surveying plats and aerial photos.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.

- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.

PHYSICAL DEMANDS:

- Work requires ability to stand and walk for up to 8 hours per day.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Work requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies.
- Standing and walking may be on uneven surfaces or unstable ground.
- Requires extensive repetitive use of hands and arms to use tools.
- Position requires ability to lift 50 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment and in an outdoor environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may arise.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.