



# JOB DESCRIPTION

**POSITION:** SENIOR UTILITY SYSTEMS LAND AGENT

**HEADQUARTERS:** Carlsborg

**STATUS:** Regular, Full-time, Non-Exempt, Represented Position

**WORK WEEK:** Monday - Friday, 7:30 a.m. – 4:00 p.m.

**SUPERVISOR:** Transmission and Substation Systems Supervisor

<b><u>RATE OF PAY:</u></b>	1 <sup>st</sup> 6 months	- \$40.58 per hour (effective 6/24/2021)
	2 <sup>nd</sup> 6 months	- \$41.39 per hour (effective 6/24/2021)
	3 <sup>rd</sup> 6 months	- \$42.19 per hour (effective 6/24/2021)
	4 <sup>th</sup> 6 months	- \$43.00 per hour (effective 6/24/2021)
	5 <sup>th</sup> 6 months	- \$43.81 per hour (effective 6/24/2021)

**PURPOSE:** Coordinate and perform surveying and engineering activities in support of planning, construction, maintenance, and operation of water and electrical systems and facilities to accomplish the District's mission and goals.

**ESSENTIAL JOB FUNCTIONS:**

- Perform or direct boundary surveys for right-of-ways, easements, franchises, facility sites, and permits as necessary for District requirements and in accordance with WAC and RCW requirements.
- Perform or direct surveys for topographic mapping, plan and profile drawings, property corner locations, sag calculations and earthwork plans.
- Prepare land descriptions or review land descriptions to be used in right of way or easement documents.
- Perform various title searches, assess property and easement values, and negotiate with private owners, city, county and state officials for property, right-of-way, easement, franchise and permit acquisitions and agreements.
- Perform or direct monument inventory surveys and facilitate survey monument preservation in accordance with WAC and RCW requirements.
- Prepare highway, BPA, DNR, Fisheries, hydraulic and other permits as necessary for District requirements.
- Assist crews, servicemen and contractors with property and engineering-related matters.
- Plan, develop and maintain District property, right-of-way, easement, franchise and permit documents for ready accessibility.
- Develop standards and procedures for District surveying and mapping activities.
- Participate in development of the District Geographic Information System.
- Assist in developing and maintaining specifications for transmission standards and materials.
- Assist in planning, engineering and designing construction and maintenance of the District's transmission, distribution and substations systems.

### **ESSENTIAL JOB FUNCTIONS (continue):**

- Provide representation at prebid and preconstruction conferences and coordinate, administer and inspect projects being performed by contractors.
- Participate in accident prevention program, including training and compliance with applicable rules and regulations.
- Interpret and apply pertinent District policies and regulations, including necessary communications and conflict resolution.
- Ensure compliance with applicable governmental regulations.

### **ADDITIONAL JOB FUNCTIONS:**

- Make mapping corrections as required.
- Maintain surveying equipment as required.
- Train other personnel in job-related operations.
- Report observed damage to District facilities.
- Other duties as assigned.

### **JOB STANDARDS:**

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

- Must have the ability to perform surveying and drafting functions and interpret aerial photos.
- Must have knowledge of trigonometry functions and stress applications.
- Must have knowledge of basic electricity, including load calculations, voltage drop, sag calculations and pole strength and guying calculations.
- Must have knowledge of substation, transmission and associated distribution construction materials and concrete testing.
- Must have knowledge of NESC, NEC, WAC Chapter 44, and other related codes.
- Must have the ability to learn and apply computer programs, including AutoCAD, spread sheet and engineering programs.
- Must have the ability to understand, follow and communicate accurate, clear, and concise written and verbal information and instructions.
- Must have the ability to train others in necessary job skills.
- Must develop a working knowledge of safe work practices and accident prevention procedures, tools and equipment as related to job functions.
- Must have the ability to work without close supervision and to make decisions compatible with prior instructions.
- Must have the ability to plan and organize work schedules, enforce policy, and adjust to abrupt schedule changes.
- Must have the ability to operate equipment efficiently to facilitate completion of job functions.
- Must have the ability to make sound decisions regarding the application of District policies and guidelines, as well as developing solutions for dealing with problem situations.
- Must have math, reading and writing skills required for the job functions.
- Must have the ability to work from maps, blueprints, specifications and sketches.
- Must have the ability to direct complex GIS system development, integration and automation related to work product.

#### **Experience and Training:**

- Must have and maintain a Professional Land Surveyor (PLS) license in the State of Washington.
- Must have training in estimating, surveying, staking, and construction and operation of electric transmission and distribution facilities.

### **Experience and Training (continue):**

- Must have computer training including training in the use of AutoCAD software.
- Must have training in concrete testing.
- Must have experience in wood pole transmission line design, construction and maintenance.
- Must have 4 years of experience as a Utility Systems Land Agent having demonstrated consistent excellence in essential job functions in the support of utility design, maintenance and operations. Prior Surveying experience deemed equivalent may substitute for up to 4 years of this experience requirement.

### **Other Requirements:**

- Must pass a District physical examination and be able to perform essential job functions.
- Must have a valid Washington State driver's license and a safe driving record. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.

### **WORKING CONDITIONS:**

- The job functions will be performed in both indoor and outdoor environments. There may be adverse weather conditions for outdoor work.
- Job functions on and around mechanized equipment will present the need for alertness and safety awareness.
- The job functions include working with persons who exhibit many types of personalities and behaviors.
- Some job functions will be done in areas covered by brush and trees or in trenches and where footing is poor and the ground uneven and/or water soaked.
- Job functions will require working in the proximity of energized high voltage lines, cables and equipment.
- May encounter the need to work with hazardous materials.

### **PHYSICAL REQUIREMENTS:**

- The work requires the ability to lift and carry up to 50 pounds. Materials, equipment and supplies will be lifted to and from trucks, equipment, shelves and the ground.
- The work requires the ability to operate office machines, tools and equipment associated with the job functions.
- The work requires the ability to answer questions and communicate with coworkers, customers and others in person and on telephones and mobile radios.
- The work requires the ability to create detailed surveying and engineering drawings; to work in limited light; and to differentiate among colors.
- The work requires the ability to see and hear in order to detect problems and ensure the safety of employees and others in response to exposure to the hazards associated with this position.
- Work activities involve combinations of walking, climbing, pushing, pulling, bending, sitting for extended periods, lifting and carrying and standing for extended periods.

### **EQUIPMENT AND VEHICLES:**

- The job requires driving and operating vehicles such as an automobile and pickup truck.
- The job requires the use of surveying and drafting equipment, hand tools, brushing equipment, staking tools, AutoCAD workstation, office machines, copying machines, computers, telephone, mobile radio and concrete testing equipment.
- Future work practices may necessitate the use of different equipment, vehicles and tools.