



STAFF REPORT

Meeting Type: Board of Directors
Title: Request to Fill Supervising Land Surveyor in the Engineering Division
From: Alex Anaya, Director of Engineering
Through: Ben Horenstein, General Manager
Meeting Date: April 30, 2024

TYPE OF ACTION: X Action Information Review and Refer

RECOMMENDATION: Authorize the General Manager to recruit and hire one Supervising Land Surveyor in the Engineering Division

SUMMARY: Staff is seeking to reclassify the recently vacated Land Surveyor position within the Districts Engineering Division to that of a Supervising Land Surveyor and to integrate this professionally licensed position within the Facilities Design team in order to achieve a more streamlined structure to the work group and continuity of professional survey work for the District.

DISCUSSION: The District Land Surveyor is a professional licensed position that conducts a variety of tasks that support the capital program, dam monitoring and reporting, property limits, right of way easement and real property transactions. These tasks include conducting survey monument documentation for capital and fire flow improvement program projects; conducting dam settlement and alignment surveys twice a year on all seven District dams in order to provide results in the Districts yearly dam monitoring report to the Division of Safety of Dams; providing survey verification to District staff and identifying property boundaries for vegetation management work and disputes; conducting surveys and preparing plat and legal descriptions for all District real property transactions.

Staff has identified an opportunity to reclassify the vacant Land Surveyor position into a Supervising Land Surveyor who, in addition to doing the above mentioned tasks, will also supervise Facilities Designers and take on some of the tasks of the recently vacated Senior CAD Specialist. Facilities Designers are responsible for surveying all of the District's capital and fire flow improvement program projects and developing the project plans in AutoCAD. The Senior CAD Specialist is responsible for maintaining, upgrading and servicing survey equipment and drafting support. The workflows of these positions are in close alignment and make for the ideal combination, providing the Supervising Land Surveyor staff to aid in survey work while supervising and providing survey experience and development to Facilities Designers and combining the Land Surveyor and Senior CAD Specialist tasks into one.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: This reclassification of the Land Surveyor position to a consolidated position of Supervising Land Surveyor will provide a financial benefit of “freeing up” one position that can be considered to be reclassified to augment the resources in the CIP delivery team.

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	 Alex Anaya Engineering Director	 Ben Horenstein General Manager