



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FISH AND WILDLIFE LAND SURVEYOR MANAGER

Job Number: 20001392

Job Code: 30480V180316

Job Group: 3000 - AGRICULTURAL AND ENVIRONMENTAL

Job Established: 03/16/1998

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the employees and activities of a land survey branch. Responsible for all land surveying work required for department land holdings, potential land holdings and leased land holdings and major engineering projects; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS:

Must have two years of professional land surveying experience above that required for licensure.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed as a professional land surveyor in accordance with KRS 322.040. <http://kyboels.ky.gov/> Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and certifies the land surveying and mapping required for agency land holdings and engineering projects. Supervises Fish and Wildlife Land Surveyor and survey crew in obtaining survey data and other necessary field information. Analyzes data obtained and submits necessary reports and technical information. Is responsible for the development of maps, plats, deed descriptions and manuscripts. Supervises the development of descriptions and plats for property to be acquired by the agency. Interacts with other agencies and individuals while performing research required for boundary surveys. Places professional stamp or certification on plats or descriptions prepared. Works directly with Division Director in the formulation of surveying budget needs for bi-annual budget inclusive of personnel and material costs. Interviews and makes recommendations to Division Director of personnel actions within a land survey branch including appointment of both permanent and seasonal personnel, disciplinary actions, classification adjustments, etc. Oversees equipment and materials assigned to the branch, recommends replacement and additional equipment necessary to perform functions of the branch.

UNIQUE PHYSICAL REQUIREMENTS:

Considerable time spent in rough terrain. Must have the ability to walk considerable distances up and down steep slopes and climb fence rows.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works outdoors at all times of the year. Employee subjected to extended periods of weather extremes.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.