



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## GEODETICS AND MAPPING TEAM MANAGER

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| <b>Group-Section:</b> Engineering Services Group | <b>FLSA Status:</b> Exempt<br><b>Bargaining Unit:</b> MAPA | <b>Salary Grade:</b> 065<br><b>Job #:</b> TM021 |
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### JOB SUMMARY

Responsible for establishing and administering the goals and objectives for the Geodetics and Mapping Team. Responsibilities encompass Geodetic and Cadastral Survey Mapping and Right of Way and Title Engineering functions, including overseeing the preparation and filing of record geodetic survey and cadastral maps, title report examination and analysis, legal description preparation, preparation of topographic and other survey maps for design and construction of Metropolitan's facilities, review and interpretation of legal and technical documents related to survey monumentation and land boundaries, and Geographic Information System (GIS) mapping and database application development for managing and improving Metropolitan's real property and fixtures, reporting, analysis, and other purposes. Ensures compliance with the Subdivision Map Act and Professional Land Surveyors' Act together with other laws and regulations governing land surveying.

### OVERSIGHT

**Oversight Received:** Receives direction from the Unit Manager.

**Oversight Given:** Manages and supervises a staff of professionals, technicians, paraprofessionals, and administrative support.

### JOB DUTIES

#### Common job duties for team managers:

1. Supervises staff including selection, assignment and monitoring of work, coaching, mentoring, counseling, and performance assessment; determines priorities and aligns workload; reviews work for thoroughness, adherence to applicable standards, constructability, and accuracy; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; ensures staff compliance with applicable health and safety standards and requirements.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors the budget; evaluates resource needs and prepares staffing and consulting requests; provides input re: policy and procedures; reviews and approves time, reimbursement requests and purchases.
3. Leads staff in development of organizational vision, strategies, goals and objectives for customer support and service; plans, develops and approves schedules, priorities, and standards for achieving organizational goals; reviews and reports on status of all organizational activities.
4. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
5. Performs other related duties as required.

**Duties specific to this position:**

1. Manages, supervises, and evaluates the work of staff which includes selection and monitoring of work assignments, coaching, and mentoring, performance assessment, and recruitment and selection of new staff; establishes Team policies and procedures to ensure compliance with Engineering Services' goals and objectives.
2. Interprets highly complex ownership, entitlement, and boundary issues; analyzes maps and documents of record on a Metropolitan wide basis; and renders opinions and judgments based on the in-depth research of both written and unwritten property rights covering all of Southern California.
3. Prepares, reviews, signs, and seals documents in the role of a Professional Land Surveyor which must meet the rigid demands of the Subdivision Map Act, the Professional Land Surveyors' Act and all other federal and state regulatory requirements.
4. Oversees the collection of quarterly publications of property and infrastructure data for Metropolitan wide digital distribution via the Enterprise GIS Mapping system, Google Earth, MetMap, Quick Maps, and Microsoft Streets and Trips.
5. Oversees the identification and mapping of all record encumbrances and entitlements affecting properties Metropolitan wide.
6. Prepares and files record maps, documentation of boundaries, identification of potential encroachments, aerial and terrestrial topographic mapping together with the preparation of maps and plans for design, construction, and operation of facilities.
7. Performs project management including budget preparation and tracking, scheduling, partnering with stakeholders, negotiating, and preparing and delivering presentations.
8. Oversees and administers professional services contracts, establishes, and approves scope of work, prepares, and negotiates agreements, ensures all deliverables are met while complying with Metropolitan standards.
9. Performs other related duties as required.

**EMPLOYMENT STANDARDS**

**MINIMUM QUALIFICATIONS**

**Education and Experience:** A high school diploma or a certificate of high school equivalency and fifteen years of increasingly responsible cadastral survey and/or land surveying experience in managing large complex projects and/or programs, of which five years must have been in a project management, supervisory or lead capacity; or an associate's degree from an accredited college and twelve years of increasingly responsible cadastral survey and/or land surveying experience in managing large complex projects and/or programs, of which four years must have been in a project management, supervisory or lead capacity; or a bachelor's degree from an accredited college or university with a major in land surveying, engineering or related field and ten years of increasingly responsible cadastral survey and/or land surveying experience in managing large complex projects and/or programs, of which four years

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Supersedes: 02/14/2017

Page: 2

must have been in a project management, supervisory, or lead capacity; or a master's degree from an accredited college or university with a major in land surveying, engineering or related field and eight years of increasingly responsible cadastral survey and/or land surveying experience in managing large complex projects and/or programs, of which four years must have been in a management, supervisory, or lead capacity.

**Required Knowledge of (common for team managers):** Management/supervisory methods and techniques; principles of organizational and strategic planning; team building; personnel and general disciplinary policies and practices; relevant federal, state and local laws; principles of budgeting, cost monitoring, and accounting; project management including planning, scheduling, and costing; report writing; performance measurement tools and metrics; policies and procedures related to procurement, contract administration, and other business activities; District organizations; and District facilities and operations.

**Required Knowledge of (specific to this position):** Geodetic and cadastral survey and Right of Way and Title engineering principles, practices, and standards; principles of real estate law; photogrammetry; GIS mapping, analysis, and applications; civil engineering and construction; pertinent federal, state, and local laws, codes and regulations including the Professional Land Surveyors' Act and the Subdivision Map Act; project management; and work site safety.

**Required Skills and Abilities to (common for team managers):** Lead diverse work force; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop and motivate staff; determine training needs of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public; use business and project management applications and methodologies; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports and presentations for all levels of management; interpret and analyze results; interpret policies, rules, and regulations relative to the Section/Group; and represent the District on various business transactions as needed.

**Required Skills and Abilities to (specific to this position):** Resolve complex property boundary issues; interpret engineering drawings and real property legal descriptions; perform and review highly complex geodetic survey calculations; interpret, review, and lawfully sign record geodetic and cadastral survey maps; use a variety of business, GIS, and engineering/survey mapping software applications.

## **Certificates, Licenses, and Registrations Requirements**

### **Certificates**

- None

### **Licenses**

- License in good standing from the California Board for Professional Engineers, Land Surveyors, and Geologists
- Valid California Class C Driver License that allows you to drive in the course of employment

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Page: 3

**Registrations**

- None

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements