

Plat Review Program

Surveyor Advanced (Local Government Coordinator)

Department of Administration

Division of Intergovernmental Relations

Position Summary

As a statewide coordinator and specialist for local units of government and for the Plat Review program, oversee and check complex survey work of more than 350 state-licensed professional land surveyors for compliance with state statutes and administrative rules. Analyze and integrate a broad range of diverse, and often conflicting, state statutes, rules, and local land division ordinances in order to inform, persuade and negotiate solutions with surveyors, developers, state agency program directors, county planning agents and elected officials on developments throughout the state.

Instruct, direct and guide the work of local units of government in their review of land divisions for compliance and consistency with state platting laws, administrative rules and local land division ordinances. Delegate projects, monitor work assignments and review the work of staff surveyors and engineering technicians. Perform and oversee the necessary office computations and analysis of precise survey data.

Special Requirement: Must currently hold and maintain a Professional Land Surveying license from the State of Wisconsin, Department of Safety and Professional Services. Additionally you are required to obtain a personal registration seal in compliance with the specifications outlined in Wis. Admin. Code § A-E 2.02.

Goals and Worker Activities

A. (60%) Facilitate, direct and implement the state's responsibilities for subdivision plats, certified survey maps and assessor's plats.

- A1. Oversee and check precise survey work of more than 350 state licensed professional land surveyors that submit plats and maps to the department for review.
- A2. Work directly with local units of government, instructing, directing and guiding their decisions to ensure technical comments, analysis and recommendations are consistent between districts and with the purpose and intent of state platting laws, administrative rules and local land division ordinances.
- A3. Work directly with other state agency program directors, county planning agents and their staff and local elected officials to coordinate and oversee the statutory land division review process.
- A4. Review program workload with staff surveyors and engineering technicians and schedule work assignments.
- A5. Instruct and direct staff surveyors and engineering technicians, as necessary, to gather needed survey data to review land divisions for compliance with statutory minimum layout and technical mapping requirements.
- A6. Review and modify program staff surveyors' and engineering technicians' technical comments, analysis and recommendations to ensure consistency with the purpose and intent of state platting laws, administrative rules and local land division ordinances.
- A7. Direct staff surveyors and engineering technicians to notify and advise professional land surveyor, local officials and other state agencies in resolving areas of noncompliance and deficiencies.
- A8. Assist staff surveyors and engineering technicians in evaluating state agency and county conditions to determine final review action.

B. (20%) Utilize state and local geographic information systems to facilitate the review of land divisions.

- B1. Use the statewide parcel map, WI DNR Surface Water Data Viewer, local parcel map web applications, or other state and local parcel mapping sources to facilitate the review of land divisions.
- B2. Review and advise local governments on land division ordinances so as to be consistent with state land division regulations and platting statutes.
- B3. Instruct and direct staff surveyors and engineering technicians in preparing AutoCAD composite drawings to delineate boundaries of land divisions to identify remnant and overlap problems.
- B4. Oversee the development and implementation of the program's webpages to ensure that program information and land surveying applications are available to public and private groups, including local governments, other state agencies and utilities.

C. (15%) Preparation and presentation of materials for program outreach.

- C1. Prepare informational and educational materials for statewide associations of professional land

- surveyors, engineers, Register of Deeds, Real Property Listers, County Code Administrators and other state agencies, local government officials, and the general public.
- C2. Present informational and educational materials at seminars, workshops and classes to statewide associations of professional land surveyors, engineers, Register of Deeds, Real Property Listers, County Code Administrators and other state agencies, local government officials, and the general public.
 - C3. Represent the program and department on statewide committees working on surveying, planning, and development issues.

D. (5%) Career and job development.

- D1. Attend seminars, workshops and classes to obtain knowledge of emerging technologies in land surveying, land development techniques and land information systems and remain current on the Department's compliance procedures.
- D2. Track technology use and needs of professional land surveyors and other unit customers. ■

Position Description - Knowledge and Skills Required

- 1. Thorough knowledge of Chapters 236 and s. 70.27, Wis. Stats.
- 2. Extensive knowledge of Chapters 30, 59, 66, 82, and 703 Wis. Stats, as well as administrative rules Chapter Trans 233, Comm 83 and 85, A-E 2-7, NR151, 115, 116, Wis. Admin. Code.
- 3. Extensive knowledge of land surveying mathematics, principles, and practices.
- 4. Considerable knowledge of the procedures, programs and rules pertaining to land use planning, zoning, and development of land.
- 5. Ability to exercise independent judgement.
- 6. Extensive knowledge and skill in applying leadership principles.
- 7. Ability to manage time and prioritize projects within statutorily established deadlines.
- 8. Ability to lead, motivate, and train staff.
- 9. Ability to clearly assign tasks and manage projects.
- 10. Ability to communicate effectively with program staff and customers.
- 11. Considerable knowledge of land information systems and emerging technologies used in the public and private sector.
- 12. Considerable knowledge of the principles and techniques of presentations, both oral and written.
- 13. Ability to present and explain complex technical information to "non-technical" organizations and individuals.
- 14. Familiarity with GIS software and county parcel mapping applications.
- 15. Excellent computer skills using word processing, database, and CAD.
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