

Surveyor

Dept/Div: Highway

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult advanced technical work providing land surveying services; overseeing the overall operations of the Department, and related work as apparent or assigned. Work is performed under the limited supervision of the County Engineer. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Oversee the surveying and mapping of property rights and boundaries; establish and preserve Public Land Survey System (PLSS) corner monuments; interpret state and federal statutes and rules governing surveying; assists with the preparation of right-of-way plans
- Consults with other governmental agencies with respect to surveys; prepares reports and correspondence; responds to concerns/complaints; prepares legal descriptions; reviews Certificates of Survey prior to filing
- Coordinate the activities of the survey crew; establish field and office policies and procedures; evaluate employee performance; enforces safety policies and practices; directs personnel selection process
- Provide professional advice to staff, elected officials and members of the public; represent the County survey matters; advise the County Planning Commission on survey related issues
- Oversee the surveying and mapping of County drainage system
- Evaluate equipment needs; research technology innovations; assists with GIS enhancements;
- Review and approve subdivision, CIC and RLS plats
- Recommends Survey Department goals and objectives

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; comprehensive knowledge of Minnesota statutes and federal laws relating to surveying, historical survey documents, plat maps and survey manuals; thorough knowledge of equipment manuals; thorough knowledge of highway project plans and right-of-way maps; comprehensive knowledge of plats, Certificates of Survey, PLSS Corner Certificates, performance appraisals, monthly board reports, weekly schedules, time sheets and survey records, raw data; general knowledge of standard office equipment; comprehensive knowledge of GPS base station, rover and data collector; ability to operate magnetic locator, jackhammer, rotary hammer drill, motor vehicle, ATV and snowmobile; general knowledge of standard office software; thorough knowledge of AutoCAD Civil 3D software, GPS Field computer, Active Sync, printers, plotters, MNCON Coordinator, ability to make arithmetic computations; knowledge of algebra, geometry and trigonometry; ability to understand area and space; ability to interpret the Manual of Survey Instructions; knowledge of tree species and soil types; strong oral and written communication skills.

Education and Experience

Bachelor's degree in Civil Engineering or Surveying, or related field and extensive experience as a licensed Minnesota Land Surveyor, or equivalent combination of education and experience.

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Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions, frequently requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to vibration and difficult terrain; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Continuing Education Credits required bi-annually

Minnesota Licensed Land Surveyor

Valid driver's license in the State of Minnesota.