Position Title: Surveyor  
Date: August 26, 2007

Reports to: County Engineer  
Department: Public Works

FLSA Status: Exempt  
Positions Supervised: none

**BASIC FUNCTIONS:** This is a professional position that provides a broad range of land surveying services to all divisions of Public Works, such as land surveying, data collection and interpretation, computer mapping and GIS, field supervision of department survey staff, documentation and record storage of County surveys and right of way, review of plats, and land subdivisions for meeting County requirements, and coordination with the engineering design team for the Department of Public Works in both office and field environments.

Projects and assignments range in scope from site specific topographic and boundary needs to complex computer topographic modeling and section and boundary retracement for large capital improvement projects of the County. Additional survey requests may also come from other County departments.

Work is highly technical and is performed in an independent manner with general instructions from the County Engineer and Public Works Director. Work is reviewed through meetings, conferences, and results achieved.

**MINIMUM QUALIFICATIONS:**

1. Registration as a licensed professional Land Surveyor in the state of Washington or a state having reciprocity with Washington with the ability to obtain reciprocity licensing with six months of employment.
2. Bachelor’s degree with major course work in land surveying or a related field, and four (4) years of responsible surveying experience with at least two years in a supervisory position. Or, any combination of education, training and experience that would ensure the knowledge required to successfully perform the duties of this position.
3. Possession of a valid, unrestricted (except for vision), driver’s license.
4. Advanced skill in cartography, drafting, GIS applications and automated mapping.
5. Thorough knowledge of right of way and property legal descriptions.
6. Ability to use personal or work station computers in a graphic environment.
7. Ability to follow and establish rigorous quality control procedures and produce work at exacting high level standards.
8. Desire to observe and abide by all state and county established standards for good practice of the land surveying profession and the associated policies, practices, methods, goals, and objectives of this department.
9. Demonstrated personal skills must show a high degree of self motivation, self discipline, and organization.

**PRINCIPAL DUTIES - Asterisk designates essential function:**

*1. Coordinates survey needs with department staff.
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*2. Research, collect, and interpret survey plats, deeds, notes, and other records from a variety of county and governmental records.

*3. Schedules, directs, and supervises the work of one or more field survey parties in making reconnaissance, preliminary, design, and construction surveying for department projects.

*4. Reduces manual and electronic field data collected for submittal to engineering and design.

*5. Responsible for establishing initial right of way on projects and preparation of final right of way documentation and mapping.

*6. Ensures incoming data from this department and plats submitted for review from other departments are correctly surveyed and mathematically and legally correct.

*7. Responsible for the initial topography mapping of projects and corresponding updates.

*8. Prepare electronic staking data for use by the survey party.

*9. Develops and makes recommendations to the County Engineer on data collection standards and procedures.

*10. Evaluates and makes recommendations for documentation procedures for historical and incoming data.

*11. Maintains and documents manual and electronic project files, right of way data, mapping, and records in accordance with state law and commonly accepted practices for professional land surveyors.

*12. Ensures appropriate training is identified and acquired for survey personnel.

*13. Assists department staff in the preparation of Plans, Specifications, and Estimates and other assignments as determined necessary.

*14. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

15. Completes special projects as assigned.

Ability to:

*16. Monitor and review programs and determine their effectiveness

*17. Demonstrates excellent advanced mathematical skills and knowledge of modern surveying methods, practices, equipment and techniques, and other fields as they relate to construction and maintenance of public works and public utilities.

*18. Effectively complete the essential job functions independently as well as being able to work well in a team environment.


*20. Follow established policies and procedures and attain rigorous high level quality controls.

*21. Demonstrates excellent interpersonal skills. Establish and maintain effective working relations with department employees, other county employees, other agencies staff, sub-contractors, and citizens. Able to tactfully deal with the public. Effectively relay instructions, explanations, and provide training.

*22. Able to organize and prioritize in order to effectively work in a multi-task and busy work environment with demands from multiple sources and projects.

*23. Excellent oral and written communications skills to prepare technical and other reports and make effective presentations.

*24. Demonstrates research and data analysis skills, with the ability to arrive at appropriate conclusions, and make recommendations.

*25. Exercise judgment and discretion with regards to sensitive or confidential matters.

*26. Determine the most effective utilization of equipment and human resources.

*27. Learn existing GIS systems and business functions for an assigned area.

*28. Study procedures and operational methods, and make recommendations for improving efficiency and accuracy.

*29. Acquire knowledge and keep abreast of new technology trends through seminars, trade journals, and professional organizations.
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*30. Recommend appropriate training and provide training to other employees as requested.
*31. Develop contingency plans for multiple tasks and projects.
*32. Maintain and update GIS data and related databases using ArcView/ArcInfo and other software.
*33. Complete mapping tasks in a timely manner and prioritize mapping requests.
*34. Apply quality control/quality assurance standards and practices to GIS data.
*35. Assist with Web development projects, which may include working on project teams with other County personnel.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical demands and work environment described here are representative of those that must be met 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 Requirements

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<tr>
<th>Physical Requirements</th>
<th>N/A</th>
<th>Rarely (1-12%)</th>
<th>Occasionally (13-33%)</th>
<th>Frequently (34-66%)</th>
<th>Regularly (67-100%)</th>
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<td>Standing</td>
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<td>Walking</td>
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<tr>
<td>Climbing</td>
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<td>Sitting</td>
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<td>Stooping / Kneeling</td>
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<td>Lift/Carry up to 15 lbs.</td>
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<td>Lift/Carry up to 30 lbs.</td>
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<td>Lift/Carry up to 50 lbs.</td>
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<td>Push/Pull up to 25 lbs. of exertion</td>
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<td>Work below waist level</td>
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<td>Work at waist to shoulder level</td>
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<td>Work above shoulder level</td>
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<td>Reach further than arm's length</td>
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<td>Fingering</td>
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<td>Grasping / Holding</td>
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<td>Talking</td>
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<td>Hearing</td>
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<td>Seeing</td>
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<td>Work in confined spaces</td>
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<td>Exposed to extreme temperatures</td>
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<td>Operate tools or machinery (incl. office equip.)</td>
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<td>Operate motorized vehicles/equipment</td>
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<td>Work at heights balancing</td>
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<td>Use/exposed to hazardous substances</td>
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WORKING CONDITIONS:

1. May require work hours in excess of 8 hours per day or 5 days per week. Attend to meetings after business hours.
2. May require travel for training purposes and commute to other departments or government agencies.
3. Observe, abide, and set example, of all county and department policies, goals, and objectives.
4. Able to work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously.
5. Tolerate prolonged computer related exposure. Ability to sit/stand at a workstation for long periods of time.
6. Tolerate adverse weather conditions and unexpected situations in the field.