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SURVEYOR I WEBER COUNTY RECORDER/SURVEYOR

OVERVIEW:

Under general supervision of the Weber County Recorder/Surveyor or an administrative superior, and following state statutes for performance of surveying work, perform routine and technical land surveying work. Duties are to be completed following accepted and expected standards of practice governing the surveying profession as a whole and the policies of this department

YOUR RESPONSIBILITIES: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Execute all tasks assigned to aid the Office of County Recorder/Surveyor to meet statutory requirements, county ordinances, or other duties and obligations of the office. Take ownership of assigned tasks, complete tasks within time frame given following all applicable county standards for safety, organization, field work, and office work. Verify that all finished tasks are complete and correct, then report completed tasks to supervisor. Maintain an organized, accurate, and detailed record of work performed and tasks completed to be filed per county standards.

Monument Inventory, Preservation, and Restoration: Independently research, locate, clean, and measure PLSS and other survey monuments as assigned, publish accurate and complete tie sheets, and report on completed work. Manage monument preservation efforts including Blue Stake tickets within designated areas.

Plat Reviews: Review, draft, and file plat reviews, and coordinate with other reviewers. Once a plat is determined to be final, verify that all drafting matches the final plat and conforms to county standards.

File and Process Records of Survey: Receive, file, review, and draft all filed records of survey.

Maintain County Equipment: Conduct inventory of surveying equipment, materials, and supplies and make recommendations relating to survey equipment needs. Ensure that equipment is properly handled and maintained to ensure accurate and proper operation of the equipment. Make recommendations relating to outside professional equipment maintenance. Maintain vehicles in accordance with direction of supervisor.

Customer Service: Receive, direct, and/or resolve requests, comments, or payments from front desk, e-mail, or phone.

Communication: Effectively communicate with project managers, engineers, architects, inspectors, land owners, contractors, and land developers on survey matters, as directed or required by the project or as directed by supervisor. Consult with and respond to questions of the public, as related to this department and land survey issues in a manner consistent with department policy.

Behavior Expectations: Be reliable, productive, and maintain a positive attitude.

ABOUT YOU:

Education: High school graduation or equivalent.

Preferred:

With or working toward an Associate Degree in Surveying or other related degree with courses which include surveying, drafting, and survey mathematics.

AND

NSPS Certified Survey Technician certification.

Experience: No prior experience required.

Preferred: Surveying or related experience.

Knowledge of:

Preferred: Mathematics principles and surveying computations. County standards, specifications, policies and procedures. Land surveying principles. Basic knowledge relating to field and office practices as detailed in the BLM Manual of Instructions for the Survey of the Public Lands of the United States current or past editions as applicable. Basic knowledge of Geodetic Surveying and State Plane Coordinate System as it relates to required tasks, projects, and procedures of a position of this type. Knowledge of computers, calculators, data collectors, and other electronic surveying equipment along with associated software, including but not limited to Trimble Business Center and other Trimble software, AutoCAD, word processors, Excel, and other survey related software. Knowledge of title abstract methods and survey research procedures.

Abilities: A successful candidate for this position will be able to complete projects and duties in a timely and efficient manner. Establish productive relationships and effectively work with supervisors, co-workers, other county departments, project managers, contractors, and the public to beneficially contribute to the efficient operation of the office. "Self-start" the work day, projects, and duties as assigned in a timely and efficient manner. Operate as a survey crew to complete assignments and duties in a timely and efficient manner. Exercise independent judgement to carry out assignments and operations. Follow oral and/or written instructions, directives, assignments, policies, and procedures. Work efficiently, effectively and independently without constant supervision. Supervise and direct work assignments as required. Communicate surveying information to non-technically oriented people, as may be directed. Lift and construct survey monuments and meet any physical demands of the position.

YOUR SPECIAL QUALIFICATIONS:

Must possess a valid Utah driver's license and have a good driving record.

The ability to efficiently operate the office vehicles in order to tow trailers and transport equipment typically utilized by the office.

Must be available for work 24 hours a day, seven days a week, if required.

A State recognized All-Terrain Vehicle (ATV) certification or the ability to obtain one.

The ability to see with or without corrective lenses so that precise and accurate use of surveying instrumentation is required.

PHYSICAL DEMANDS:

The physical demands 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. The employee is expected to be able and willing to perform the assigned duties, projects, and tasks necessary to accomplish the work and projects as assigned, including but is not limited to repeated sitting, standing, walking, wading, hiking, carrying, lifting, packing, bending, climbing, scaling, jumping, running, throwing, grasping, reaching, pushing, pulling, balancing, writing, and typing, including the proper manipulation of tools of the profession.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee will experience field and office conditions relating to the profession of surveying and the responsibilities of the County Surveyor's Office. These conditions include regularly working in adverse weather conditions and an office environment. The employee frequently works near moving mechanical parts that may be related or not related to the profession of surveying. The employee is frequently exposed to wet and/or humid conditions, heat and cold, and traffic hazards. The employee works in or around high, precarious places, mountainous terrain as well as valley locations. Weber County is the primary area of work but the work may not be limited to the county. The County is a diverse environment and as such the employee will be exposed to and routinely work in environments relating to offices, farms, rural settings, urban settings, swamps, sloughs, wet lands, lakes, rivers, streams, flats, plains, meadows, forests, hills, mountains, steep and rocky terrain, and may be exposed to fumes or airborne particles, pollens, insects, snakes, mammals endogenous to the area both domestic and wild. The use of electronic equipment, projects which are near or around power lines, and electrical storms may pose the risk of electrical shock. Much of this work is performed on or near mountain or forest roads, local and county roads, state highways, interstate highways, railroads, airports, rivers, streams, cliffs and ledges as well as other indoor and outdoor conditions.

The noise level in the work environment ranges from quiet to loud. The employee is expected to use tools for constructing monuments or other survey work such as jack hammers, shovels, digging bars, post hole diggers, frost pins, hammers and other excavating tools in ground conditions that range from soft to hard, sand to asphalt. Intermittent exposure to stress as a result of human behavior or the natural environment may occur.