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SURVEYOR III 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, performs the duties of a licensed land surveyor as pertaining to this office, including technical work, project management, and administrative duties. This position requires licensure in the state of Utah as a Professional Land Surveyor and the ability to properly and accurately identify, manage, and complete any task required to satisfy statutory requirements, county ordinances, or other duties and obligations of the Weber County Recorder/Surveyor Office, with little to no supervision or direction. 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.)

Identify and manage any tasks necessary to aid the Office of County Recorder/Surveyor to meet statutory requirements, county ordinances, or other duties and obligations of the office. Ensure that execution of all tasks within the department meet expectations for accuracy, time-frame, county standards, safety and organization for both field work and office work. Ensure that all finished tasks are complete and correct. Maintain an organized, accurate, and detailed record of work performed and tasks completed to be filed per county standards.

Manage Monument Inventory, Preservation and Restoration as assigned: Manage all efforts necessary to restore lost, destroyed or jeopardized survey monuments. Ensure that all aspects of assignment are carried out properly with complete documentation of all restored monuments.

Manage Plat Review efforts as assigned: Ensure that plats approved by this office meet state and county requirements and are recordable.

Manage Record of Survey Filing efforts as assigned.

Manage Maintenance and Inventory of County Equipment: Oversee inventory of surveying equipment, materials and supplies and determine survey equipment needs. Ensure that equipment is properly handled and maintained to ensure accurate and proper operation of the equipment.

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 the 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.

Be reliable, productive, and maintain a positive attitude. Be willing to aid in any task required of the Office.

ABOUT YOU:

Education: Associate's or Bachelor's Degree in surveying or geomatics, satisfying the education requirement for licensure in Utah.

Experience: Sufficient to satisfy licensing experience requirement.

Preferred: At least 5 years of surveying experience, as a licensed land surveyor in responsible charge of office and field procedures relating to the surveying profession.

Licensing: An active Utah Land Surveyor's License.

OR

An equivalent combination of education, experience, certification or licensing may be substituted for any or all of the requirements above as approved by the department head.

Knowledge: Relevant laws of Land Surveying as would be expected of a licensed land surveyor, important physical evidence as it relates to land boundaries and the Public Land Surveying System, laws of boundaries and the Public Land Survey System, subdivision development laws ordinances and policies, computers, computer software and survey instrumentation, mathematics, the BLM Manual of Surveying Instructions, Geographic Information Systems (GIS), Global Positioning Systems (GPS), and any relevant knowledge expected of a Professional Land Surveyor.

Abilities: Perform duties and responsibilities of a Licensed Professional Land Surveyor as they relate to this Office, correctly evaluate evidences to retrace and replace PLSS monuments and provide detailed records of findings and determinations, retrace political boundaries, complete projects and duties in a timely and efficient manner, draft with AutoCAD Civil 3D, create editable pdf forms, manipulate GIS maps, establish and maintain horizontal and vertical control networks, correctly research complete chain of title, manage multiple survey crews remotely, provide and receive correction, aid in any task required of the office when needed, 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.

YOUR SPECIAL QUALIFICATIONS:

Must possess an active Utah Professional Land Surveyor license.

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

Must possess a thorough understanding of proper operation of GPS and Total Station equipment.

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.