



Chief Deputy – County Surveyor

Job Description

Department: Surveyor
Position: Appointed
Starting Step: 52, Table 14
Supervisory: Yes
Reports to: County Surveyor

Summary

Under general guidance and direction of the elected County Surveyor, performs supervisory, administrative, and licensed surveyor work in conjunction with statutory surveyor functions. Incumbents serving in this classification are appointed by, and would take over and discharge the duties of, the elected County Surveyor in the event of his or her absence or disability.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform County surveying work as required by state statute and under the direction of the County Surveyor.
2. Supervise, plan, coordinate, and direct the work of the department. Make staffing decisions within the department including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.
3. Compile, maintain, and review all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the department.
4. Oversee and correlate involvement with other County departments, volunteer groups and outside agencies.
5. Assist in the preparation of the department budget and monitor and approve purchase orders and expenditures.
6. Reduce raw conventional section survey data to publishable and presentable end for updating coordinate and elevation plat maps and tie sheets.
7. Perform GPS planning, editing, and processing of raw data to determine acceptability of data to be used and to fix positions of monumentation needing to be set.
8. Upgrade section coordinate and elevation information. Determine section ties and replace, raise, and lower monuments as appropriate.
9. Conduct preliminary surveys for design purposes and conduct surveys for and during actual construction of roads, bridges, debris basins, drainages, and flood control structures to determine outside boundaries, rights-of-way, offsets, and grade staking.
10. Perform surveys to define land parcels that are being used or occupied that may not currently be taxed.

Knowledge, Skills, and Abilities

For Office Use Only

Class Code: 1800
Class Title: Chief Deputy – County Surveyor
FLSA: Exempt
Effective Date: 7/11/2017
Public Safety: No

Worker's Compensation: County
Background Level: III
Safety Sensitive: No
DOT: No

Knowledge of supervisory techniques and management procedures
Knowledge of GPS principles and equipment
Knowledge of state plane coordinate systems
Knowledge of federal procedures for properly restoring lost or obliterated section corners
Knowledge of CAD systems
Skilled in geometry, trigonometry, and advanced math
Skilled in the use of various survey instruments including, but not limited to, levels, total stations, and GPS equipment
Skilled in performing field design, document composition
Skilled in use of CAD systems for drawing work
Ability to maintain cooperative working relationships with those contacted in the course of work activities
Ability to communicate effectively verbally and in writing
Ability to perform advanced field calculations to check traverse closures and adjust traverses
Ability to conduct exact data analysis
Ability to maintain files, records, and reports
Ability to coordinate multiple tasks efficiently

Supervisory Responsibility

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Field work exposes the incumbent to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies or equipment up to 60 pounds.

Position Type/ Expected Hours of Work

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Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Bachelor’s degree in surveying or a related field
2. And four (4) years of surveying work experience of which two years are in a lead or supervisory capacity
3. Equivalent combinations of education and work experience may also be considered

Additional Eligibility Qualifications

1. Applicant must possess valid State of Utah certification as a Registered Land Surveyor
2. Applicant must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
3. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

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HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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