



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>County Surveyor</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>      </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Manager, Design &amp; Construction</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>03/2016</u>
<b>DEPARTMENT:</b> <u>Resource Management – Engineering Division</u>	<b>JOB CODE:</b> <u>300</u>	

**SUMMARY:**

With general supervision, the County Surveyor plans, oversees, and manages all survey operations and related functions for Boone County.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Researches and interprets public records for planning and execution of field surveys; interprets and analyzes survey results for effective utilization and application to Boone County projects and properties.

Prepares and maintains land descriptions for application to right-of-way, utility and temporary construction easements, and for County-owned or leased property; reviews and assures accuracy of land descriptions, utility, and roadway easements prepared by surveying consultants.

Performs reviews of all subdivision plats and surveys; ensures accuracy and compliance with Boone County Subdivision Regulations and Boone County Road Regulations; responds to inquiries from County officials, employees, and outside agencies regarding the status of roadways and rights-of way, establishment of public roadways, and other related information.

Responsible for field survey work on County projects including topographic surveys and easement and construction staking; resets property pins as needed; stakes construction sites for County projects.

Coordinates and supervises outsourced professional design and survey contracts; prepares and implements requests for proposals for professional engineering and surveying services, equipment, and supplies; ensures the existence of property markers.

Provides technical assistance and expertise to other County offices and departments; advises employees on current projects; monitors, maintains, and provides public accessibility to historically significant records; assists in the monitoring, development, and reporting of the Department's annual budget; represents the County Engineer and the Public Works Department as a staff advisor at the Planning & Zoning Commission meetings as requested.

Oversees and coordinates the re-monumentation program in cooperation with the Missouri Department of Natural Resources.

Performs all other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of computers and relevant engineering software applications.
2. Knowledge of the basic principles of civil engineering.
3. Knowledge of English grammar, punctuation, and spelling; skill in communicating effectively using the English language.
4. Advanced knowledge of surveying equipment and practices, including State and local requirements for construction plans.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments, businesses, government entities, contractors, and the public.
6. Skill in mathematics sufficient to accurately calculate numbers and perform calculations using addition, subtraction, multiplication, and division.
7. Advanced skill in map reading, mathematical calculations and technical specifications.
8. Ability to plan, assign, and review the work of surveying crews
9. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
10. Ability to work independently and follow instructions.
11. Ability to maintain a high level of accuracy and attention to detail.
12. Advanced ability to interpret maps, deeds, plats, engineering plans, drawings, specifications, notes, and other survey documentation.

**PHYSICAL DEMANDS:**

The majority of work is performed in a general office setting and outside. Position-holder must possess vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Must have clarity of vision at 20 feet or more, 20 inches or less, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. May be required to work in hazardous traffic conditions or high/dangerous places.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls,

and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT grasping to manipulate objects; side-to-side turning of neck; walking, standing, bending, stooping, kneeling, and reaching; heavy lifting of up to 75 lbs when moving objects or equipment and transporting distances up to 50 yards; pushing/pulling, twisting at waist, and moderate wrist torque to twist equipment knobs and dials; driving. OCCASIONAL reaching above and at shoulder height.

**WORK ENVIRONMENT:**

This job operates in a variety of settings that include: a professional office, construction sites, and outside locations. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, filing cabinets, and fax machines. May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, airborne particles/fumes, moving mechanical parts, very loud noise levels, or potentially hazardous materials. May be required to drive a County-owned vehicle to off-site locations and drive in inclement weather. This position is routinely in contact with the public and members of other entities. May be required to work additional hours outside of a normal business day.

**MINIMUM QUALIFICATIONS:**

Must be licensed as a Missouri Professional Land Surveyor (PLS) or be able to obtain licensure within 6 months of hire, and at least two years of surveying crew supervisory experience. Must have a valid Missouri driver's license.

*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 for this job. Duties, responsibilities, and activities may change at any time with or without notice.*