



## CLASS SPECIFICATION

**Class Title:** Field Surveyor  
**Department:** Surveyor  
**FLSA:** Non-exempt

**Class Code:** 8810  
**Grade:** 22  
**Eff. Date:** 01/01/1987  
**Revised:** 07/07/2023

### GENERAL PURPOSE

Under general supervision from the County Surveyor or Chief Deputy performs supervisory and professional duties in overseeing surveying, field, and office survey work for the county.

### EXAMPLE OF DUTIES

Supervises survey crew; hires and trains employees; assigns and monitors work to ensure accuracy and completion of survey projects; conducts employee performance appraisals in compliance with County policies, procedures, and practices; addresses performance problems in a timely manner and initiates disciplinary action as directed.

Re-establishes and maintains section and quarter corners; abstracts and researches records in Recorder's office as necessary.

Performs advanced field calculations for all aspects of survey work including closing and adjusting traverses and calculating complex GPS positioning information.

Oversees and completes checks on new subdivisions for mathematical closure, lot areas, section ties, and bearing base; oversees and outlines survey work such as control for aerial photography, county owned property, etc.

Calculates and writes legal descriptions; outlines and performs survey work for storm drains and stakes out storm drains in the field.

Operates Levels, Transits, Total Stations, Global Positioning System (GPS) equipment.

Assists in preparing easements for flood control projects; outlines drafting profiles; assists general public with surveying questions.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Land Surveying, or a closely related field and four (4) years of full-time surveying experience AND AutoCAD/Civil 3D, or eight (8) years of related full-time surveying experience, four (4) years of which are with AutoCAD/Civil 3D. An acceptable combination of education and experience may be considered.

**Preference for** licensing by the State of Utah as a Land Surveyor and for experience with ArcMap, ArcGIS, Leica Captivate, or Leica Infinity.

**2. Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** land surveying techniques and survey language /terminology; public works engineering, geometry and trigonometry; architectural and mechanical mapping and drawing; County and departmental policies, procedures, and practices.

**Skill in:** using computers and Microsoft Office Suite; operating surveying equipment including GPS, Total Stations, and field survey-related equipment.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** direct and evaluate the work of others; read and interpret blueprints; interpret property descriptions; apply trigonometry to surveying; perform advanced field calculations to check traverse closures, calculate coordinates and GPS positioning information, and adjust traverses; efficiently use conventional surveying equipment; take legible notes; organize and assign projects; establish and maintain effective working relationships with employees, other agencies, and the general public; ability to communicate effectively verbally and in writing; ability to follow written and oral instructions.

**WORKING CONDITIONS**

Walk over and around rough, uneven, steep, and otherwise unimproved ground; walk up and down stairs; work outside in inclement (hot, cold, windy, and wet) weather conditions.

*The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.*