



CLASS SPECIFICATION

Class Title: Surveyor Operations Manager
Department: Surveyor
FLSA: Non-exempt

Class Code: 8811
Grade: 24
Eff. Date: 12/22/2023

GENERAL PURPOSE

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

EXAMPLE OF DUTIES

Supervises survey staff; hires, promotes, on-boards, and trains employees; assigns, reviews and monitors work performance; conducts employee performance appraisals in compliance with County policies, procedures, and practices; addresses performance problems in a timely manner and initiates disciplinary actions as directed.

Assists in developing and implementing policies and procedures that maximize department efficiency. Ensures the use of safety equipment and traffic control procedures is in compliance with federal, state and county regulations.

Assists in determining and implementing plans regarding the direction and design of the County horizontal and vertical Survey Control System. Re-establishes and maintains section and quarter corners, investigates validity of complaints relative to sectional responsibilities and initiates corrective actions; abstracts and researches records in Recorder's office as necessary.

Recovers, manufactures, installs, repairs, references, and maintains an inventory of monuments and supplies. Coordinates disbursements of monuments.

Performs advanced field calculations for all aspects of survey work including closing and adjusting traverses and calculating complex Global Positioning System (GPS) 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.

Represents the County Surveyor as a public relations liaison with private and public agencies. Calculates and writes legal descriptions; outlines and performs survey work for storm drains and stakes out storm drains in the field.

Operates levels, transits, theodolites, electronic distance measuring equipment, GPS equipment, Robotic Total Stations, Aerial Drone equipment.

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

Provides consultation services and information sharing to users of the County Survey Control System: staff, other county departments or external public entities.

Surveys accurately in the field, prepares GIS survey plats and/or accurate data as needed on aerial photography and orthographic data, and verifies that all drafting matches the final plat and conforms to county standards.

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 two (2) years of full-time surveying experience, of which 1 (one) year is in a lead or supervisory capacity. An acceptable combination of education and experience may also be considered.

Preference for licensing by the State of Utah as a Land Surveyor

2. Special Qualifications:

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must possess a valid Utah Driver's License.

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.

Advanced skill in operating GPS surveying equipment.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure 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; train others on GPS surveying equipment and final plat preparation; read and interpret blueprints; interpret and understand 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; knowledge of computers, calculators, data collectors, and other electronic surveying



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equipment along with associated software but not limited to Leica Infinity and other Leica software, AutoCAD software products, word processors, Excel, and other survey related software; knowledge of title abstract methods and survey research procedures; 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

Employee typically sits at a desk or table. Regularly walks, stands, or stoops. Occasionally lifts, carries, pushes, pulls, reaches, or otherwise moves objects weighing up to 50 pounds. Occasionally walks, stands, stoops, crouches, kneels, crawls on narrow, slippery, or erratically moving surfaces; moves over and around rough, uneven, steep, and otherwise unimproved ground; moves up and down stairs; works outside in inclement (hot and cold) weather conditions. Regularly drives a motor vehicle and work for sustained periods of time maintaining concentrated attention to detail.

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 modification to reasonably accommodate individuals with disabilities.***