



COUNTY SURVEYOR JOB DESCRIPTION

Job Title: County Surveyor

Job Class: 1496

Pay Range: Grade 131

Effective Date: April 2024

FLSA: Exempt

Revision Date: October 2024

NATURE OF WORK

Supervises and leads the survey team to perform professional work of considerable difficulty in precision land survey activities for Lewis County Public Works including, but not limited to: the development of right-of-way plans; right-of-way and parcel descriptions with exhibit drawings; right-of-way research; right-of-way surveying; boundary surveying; cadastral surveying; geodetic surveying; topographic surveying; construction surveying; performs research for right-of-way vacations relative to the preparation of an engineer's report.

The County Surveyor coordinates unusually critical or complex surveying projects, which usually involves the use of conventional and electronic survey measuring instruments, and one or more survey crews; coordinates the work of several survey crews, and county survey contracts in the accomplishment of county survey projects, survey calculations, and related plans, mapping and survey plats; provides the digital data entry for GIS database to establish and maintain county property boundaries and corners; develops and produces survey plans and records of survey (ROS), budget needs, technical standards, procedures, and training needs. Prepares the platting of survey data and preparation of legal descriptions. Manages the acquisition and maintenance of statewide survey-related records of any nature that provide a means for the identification and preservation of survey points and land boundaries; complies with the Revised Code of Washington (RCWs) and the Washington Administrative Code (WACs) related to surveying standards and monument preservation; advises the county and the Public Works Department, the general public and surveying community on surveying related issues.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties in this classification, but only a representative summary of the primary duties and responsibilities. Incumbant(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates unusually critical or complex projects, which usually involve the use of electronic measuring instruments, and a large party.
- Coordinates, supervises, schedules and leads the work of several survey parties, County survey contracts, and office support staff in the accomplishment of control surveys, calculations, and related mapping and digital data entry into GIS to establish and maintain County property lines, boundaries and corners.
- Supervises and coordinate staff in survey calculations and preparation of maps and plats.

- Assists the County Engineer and Public Works Director with development of long-range survey plans, budget needs, technical standards, procedures, and training needs.
- Supervises and participates in researching, comparing and analyzing deeds, surveys and plats of record with actual field measurements to establish or reestablish right-of-way alignments, property lines, deeds and surveys of record. Calculate areas to be deeded; write legal descriptions for deeds, right-of-way vacations or easements for the county. Research county records, state records, land title records, and any quasi records to obtain ownerships, title chain, obtain records of deeds, surveys and parcel information.
- Prepares, seals and certifies right-of-way plans, land surveys, site surveys, short plats, land corner records or any work requiring the certification by a professional land surveyor in accordance with State Law.
- Responsible for approving, writing, and professionally sealing legal descriptions for the purpose of land sales, exchanges, purchases, leases, etc., of County owned or acquired land.
- Researches County, State, land title and quasi records to obtain ownerships, title chain, obtain records of deeds, surveys and parcel information.
- Develops procedures and specifications for County survey contracts and agreements.
- Administers and approves contract surveys.
- Approves for correct technical data and proper form, all right-of-way plats and electronic communication sites submitted to or created by the department.
- Abstracts and evaluates information, records and evidence obtained.
- Plans, coordinates, and directs the field work, research, calculations, and maps to be prepared to support the survey needs (i.e. Right-of-Way determinations, topographic surveys, construction staking, etc.) of the Public Works Department.
- Work with engineering and design staff to design and review plans for road construction contracts.
- Prepares and processes design information for survey crew.
- Prepares and processes survey information for engineering and design.
- Provides expert professional consultative advice and service relating to complex land survey problems.
- Leads and supervises assigned staff; prioritizes and assigns tasks and projects; trains and instructs staff as required; provides leadership, direction and guidance in technical processes and procedures.
- Manages technical engineering/surveying databases; compiles technical data from a variety of sources; edits and verifies data and updates database; performs quality control checks to ensure data integrity.
- Coordinates projects, activities, and information with other PWD staff, County Departments, contractors, and outside agencies.
- Works with the public and is a positive representative of the County.
- Works with the Development Review Board, responsible for review of all property surveys within the county for conformance with Lewis County Code, State RCW's and WAC's.
- Performs other related work as required.

SUPERVISORY RESPONSIBILITIES

Directly supervise up to six (6) employees in the Public Works department including the Assistant County Surveyor and multiple survey crews. Carry-out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include mentoring and training employees; planning, assigning, and directing work; appraising performance; addressing complaints (internal and public) and resolving problems.

Supervision of the Assistant County Surveyor and Survey Crew regarding field and office operations, methods and procedures for accomplishment of specific survey tasks.

Supervision of office personnel regarding field and office methods and procedures for preparation of right-of-way plans, property descriptions, easements, exhibits and other legal documents.

WORKING ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described herein 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.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, use hands to operate, handle, and feel, and to reach with hands and arms. The duties of this position require walking over uneven terrain, sitting, stooping, climbing, pulling bending, reaching, twisting, and the ability to lift up to 50 lbs, with possible exposure to safety hazards and the use of dangerous tools and equipment (i.e. chain saws, weed eaters, machetes, etc.). Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak. Specific vision abilities required by this job include close vision and extended exposure to computer monitors and office lighting.

Work is performed both in an office environment and outdoors with exposure to inclement weather. The employees will occasionally be exposed to outside conditions including; weather; traffic; construction sites; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate. This position also requires field work along rivers and streams that require specialized clothing, equipment and safety precautions.

On occasion the incumbent may be required to travel to meetings or remote work settings outdoors for short periods of time.

DISTINGUISHING CHARACTERISTICS:

This is the fully qualified senior level in the Registered Engineer job series. Incumbents independently perform the full scope of land surveying duties, with extensive technical knowledge in a specific area of assignment, and total responsibility for the completion of assigned land survey projects.

EMPLOYMENT STANDARDS:

- Registration as professional land surveyor (PLS) in the State of Washington.

- Three (3) years' experience overseeing and performing land surveys either as a registered PLS, or assisting a PLS as a land surveyor in training (LSIT).
- A valid Washington State Driver's License is required

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policy and procedures.
- Land surveying and mapping principles, procedures and practices.
- Statutes, court decisions and other law pertaining to the establishment, locating, dividing and defining of corners, monuments, lines, and boundaries of land.
- Professional standards of land surveying and mapping.
- Land records management.
- Mathematics through calculus.
- Geodesy and state plane coordinates.
- Supervision and management practices.
- OSHA safety rules and regulations and safety standards applicable to hazardous environments.

Skills in:

- Managing staff, delegating tasks and authority, and assessing and prioritizing multiple tasks and projects.
- Interpreting and applying engineering standards and procedures, Federal and State rules and regulations, and County policies and procedures.
- Field surveying practices and techniques, including electronic total station, data collector, network control stations, and GPS/GNSS measuring equipment.
- Assuming immediate and full charge of all land survey and mapping work.
- Microsoft Office, Word, Excel, Publisher, Explorer, and PowerPoint
- AutoCAD Civil 3D or comparable CAD/Engineering Software
- Trimble Access and other Trimble products
- Checking designs, details, plans, and specifications of engineering projects.
- Interpreting technical instructions and analyzing complex variables.
- Reading, understanding, developing, manipulating, and analyzing engineering information in a variety of computerized data formats.
- Exercising sound independent professional judgement in making final decisions on difficult survey problems.
- Working effectively with others to develop solutions for public works issues.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintain effective working relationship with other County employees, public officials, and representatives from other local, State, and Federal agencies.
- Communicating effectively verbally and in writing.

This document is not an offer of employment.

I acknowledge that I have read, understand and have received a copy of this job description.

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Signature

Printed

Dated