



SAN JUAN COUNTY JOB DESCRIPTION

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| Job Title: Chief Deputy Surveyor | Step: 203 |
| Department: Surveyor | Grade: 25 |
| Effective Date: August 2016 | |
| Revision Date: | FLSA Status: Non-Exempt |

General Purpose:

Oversee all field survey work as assigned by the County Surveyor. Manage the office of the County Surveyor in his/her absence.

Supervision Received:

Works under the direction of the County Surveyor

Supervision Exercised:

Supervise and direct the work of lower-grade employees. Provide logistical support and direction to field crews. Serves as the County Surveyor as law allows in his/her absence.

DUTIES

Office:

Uses computers incorporating CADD, GIS, and Word processing computer software to:

- Plot and calculate acreage for property descriptions
- Prepare diagrams and reports on earthwork and materials quantities
- Perform technical drafting to produce maps and plats from field survey data
- Make maps, plans, and plats
- Post to and maintain the County Surveyors website.

File maps and plats

- Review, file, scan, and index “Records of Surveys”
- Maintain county section corner monument records
- Able to read and interpret deeds and property descriptions
- Prepare property descriptions from field survey information

Surveying:

- Makes sound decisions in the field and office based on knowledge and expertise in the field of Land Surveying
 - Understand and apply principals of the PLSS (Public Land Surveys System)
 - Understand how to locate and identify PLSS and NGS survey monuments.
 - Understand how to conduct thorough survey related records research
 - Is responsible for maintaining accurate and complete records in all areas of surveying
 - Understands GPS principals and equipment, coordinate systems, and datums.
 - Understands Federal procedures for properly restoring lost or obliterated corners
 - Understands how and when to apply the current BLM “Manual of Surveying Instructions for Public Lands
- Provide logistical support and direction to field crew
 Requires working knowledge of surveying principles and practices
 Requires the ability to read, understand, and use USGS topographic maps.

Minimum Qualifications:

Education and experience:

- Must have a high school diploma or equivalent.
- Must hold in good standing a Utah Professional Land Surveyor License.
- Must possess a valid Utah driver’s license.
- Must be at least 18 years of age.
- Has basic experience in one or more of the duties listed above.

Necessary Knowledge, Skills, and Abilities:

- Requires considerable mental concentration in performing technical work in assigned duties.
- Has skill in the operation and use of computers and survey equipment.
- Knowledge of Trimble GNSS survey equipment and office software.
- Knowledge of ESRI ArcMap and ArcGis software.
- Knowledge of or ability to learn CarteGraph data collection and Operations Management System.
- Knowledge of or ability to learn Carlson Survey software with IntelliCAD as drawing platform.