



# Chief Survey Technician

## Job Description

Department: Surveyor  
Position: Career Service  
Grade: 725  
Supervisory: No  
Reports to: Field Director – Surveyor

### Summary

Under general guidance and direction of the Field Director – Surveyor, surveys County real property and maintains and perpetuates public lands survey monumentation. Analyzes the accuracy of public lands monumentation field data and uses computer-aided drafting (CAD) software to update survey monument tie sheets.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee the activities of the survey party in the field to ensure accuracy and completion of the survey project.
2. Perform advanced field calculations for all aspects of the work; close and adjust traverses and calculate complex GPS positioning information.
3. Perform land surveys for maintenance, location, and relocation of section corners through use of GPS equipment and/or conventional surveying equipment.
4. Perform differential level work.
5. Perform construction surveys for County roads, bridges, debris basins, buildings, and other properties.
6. Perform surveys to define the boundaries of County real property and establish right-of-way on County roads.
7. Perform surveys to resolve title discrepancies.
8. Use a variety of instruments, including levels, total stations, and GPS equipment.
9. Maintain survey monument tie sheets including the horizontal and vertical data shown thereon.
10. Perform surveying calculations including traverses and level loops for projects involving the maintenance of the public lands monumentation network.
11. Analyze survey data related to the public lands monumentation network to ensure its completeness and accuracy; use coordinate geometry and other methods, as needed.

### For Office Use Only

Job Code: 3052  
Job Title: Chief Survey Technician  
FLSA: Non-Exempt  
Effective Date: 10/12/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

### **Knowledge, Skills, and Abilities**

- Knowledge of survey field techniques and survey language
- Knowledge of supervisory techniques
- Skilled in reading, writing, and basic math
- Skilled in using various survey instruments including, but not limited to, levels, Theodolite, total station, and Global Positioning System (GPS)
- Skilled in using AutoCAD and other computer programs to create and maintain survey tie sheets with an extremely high degree of accuracy
- Skilled in performing advanced field calculations to check traverse closures, calculate coordinates and GPS positioning information, and adjust traverses
- Skilled in applying trigonometry to surveying
- Skilled in plumbing range rods and level rods
- Ability to take accurate and legible notes
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to use conventional surveying equipment, including but not limited to rods, chains, tripods, levels, and tribrachs
- Ability to effectively organize projects and designate assignments
- Ability to lead others in their work

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a lead to others and as a coach and mentor for other positions in the department.

### **Work Environment**

This job is occasionally performed in an office setting or in an environmentally controlled room but is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while performing field work. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. This position may carry equipment up and

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down steep mountainous terrain. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift office supplies or equipment up to sixty (60) pounds. This employee frequently drives a motor vehicle.

**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Associate degree in Surveying or equivalent.
2. Four (4) years of related survey work experience.
3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

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 of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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