



# Field Director - Surveyor

## Job Description

Department: Surveyor  
Position: Career Service  
Grade: 728  
Supervisory: Supervisor  
Reports to: County Surveyor or  
Chief Deputy - County Surveyor

### Summary

Under general guidance and direction of the County Surveyor and/or Chief Deputy – County Surveyor, performs supervisory, administrative, and licensed surveyor work in conjunction with statutory surveyor functions. Incumbents serving in this classification will provide direct supervisory functions over all field surveyors and is responsible for the success and productivity of field crews.

### Essential Functions

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

1. Perform County surveying work as required by state statute and under the direction of the Chief Deputy - County Surveyor.
2. Supervise, plan, coordinate, and direct the work of field survey crews; complete employee performance appraisals.
3. Assist in making staffing decisions within the department including hiring, training, and retention of assigned personnel.
4. Advise Chief Deputy – County Surveyor on progress of projects.
5. Work with office staff and Chief Deputy to review field work for accuracy, adequacy, and completeness; ensure that field work is complete, presentable, and publishable.
6. Assist Chief Deputy in performing GPS planning, editing, and processing of raw data; determine acceptability of data to be used to fix positions of monumentation; set monumentation as appropriate.
7. With guidance from the County Surveyor and Chief Deputy, make decisions pertaining to diligent search efforts and analysis of evidence for Public Lands Survey System (PLSS) corner positions.
8. Document results of all PLSS-related work and decisions; ensure documentation is neat and orderly.

**When deemed necessary, and under the direction of the County Surveyor or Chief Deputy, may perform the following functions:**

9. Prepare record of survey (ROS) plats using Civil 3D Autocad software; ensure records meet the provisions of state code.

### For Office Use Only

Job Code: 3055  
Job Title: Field Director - Surveyor  
FLSA: Exempt  
Effective Date: 9/14/2022  
Public Safety: No

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

10. Review record of survey plats for completeness and complicity to requirements of state law.
11. Review final local entity plats for complicity to requirement set in state code.
12. Work on PLSS corner pedigree program.

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

- Knowledge of supervisory techniques and management procedures
- Knowledge of GPS principles and equipment
- Knowledge of state plane coordinate systems
- Knowledge of federal procedures for properly restoring lost or obliterated section corners
- Knowledge of CAD systems
- Skilled in geometry, trigonometry, and advanced math
- Skilled in the use of various survey instruments including, but not limited to, levels, total stations, and GPS equipment
- Skilled in performing field design, document composition
- Skilled in use of CAD systems for drawing work
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively, verbally and in writing
- Ability to perform advanced field calculations to check traverse closures and adjust traverses
- Ability to conduct exact data analysis
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Field work exposes the incumbent to unknown and dangerous conditions. 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.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. On occasion, the employee may be required to hike steep terrain carrying equipment. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors and patterns. The employee is required to type, file and lift supplies or equipment up to sixty (60) pounds. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period 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 ten (10) percent.

### **Required Education and Experience**

1. Associate degree or higher in surveying or a related field.
2. Six (6) years of surveying work experience of which two (2) years are in a lead or supervisory capacity.
3. Equivalent combinations of education and work experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicant with a bachelor's degree or higher in surveying or a related field.

### **Additional Eligibility Qualifications**

1. Applicant must be a Licensed Professional Land Surveyor through the state of Utah.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. 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.

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**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.

**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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