SURVEYING/ENGINEERING TECHNICIAN
DEVELOPMENT SERVICES

HIRING WAGE: $22.33 – $30.71/hr
STATUS: Full-time with benefits
CLOSING DATE: Until Filled
APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY
Provides technical assistance in the performance of engineering and surveying functions; performs related duties as required. The position is located in the Ada County Development Services Department.

DISTINGUISHING FEATURES OF THE CLASS
The incumbent performs complex and varied work under general direction according to pre-defined guidelines.

ESSENTIAL FUNCTIONS
- Reviews subdivision and condominium (final) plats and performs closure calculations as required;
- Performs on site compliance inspections for projects requiring engineering approval;
- Visits subdivision sites, locates and verifies the presence of required monuments;
- Assists with the maintenance of survey monument records and assists survey division with data;
- Participates in conducting field surveys;
- Makes computer-generated drawings by use of the AutoCAD system as well as Geographic Information Systems;
- Assists with document filing, retrieval and data input;
- Promotes public relations and assists the public by answering technical questions related to surveying and engineering.

ADDITIONAL FUNCTIONS
- Performs related functions as required.

JOB REQUIREMENTS
- Certification as Land Surveyor Intern (L.S.I.), or an equivalent combination of education and experience;
- Knowledge of engineering and surveying principles, practices, and procedures;
- Knowledge of drafting principles, practices, and procedures;
- Knowledge of algebra, trigonometry, and geometry to make and verify calculations;
- Skill in using current versions of AutoCAD, engineering and surveyor’s modules, Microsoft Office products, and Geographic Information Systems;
- Ability to operate and/or use all types of surveying equipment and materials sufficient to participate in conducting surveys;
- Ability to express oneself clearly and concisely, verbally and in writing;
- Ability to maintain effective working relationships.
OTHER REQUIREMENTS

- Must possess and maintain a valid driver’s license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed in an office and field setting;
- May be required to negotiate fences, hazardous or steep terrain with rough, rocky or wet surfaces;
- Field work requires the employee to move over land and locate survey markers;
- May be exposed to dogs and/or farm animals, snakes or other similar hazards;
- May be required to lift up to 40 lbs.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran’s Preference for all County jobs except for those deemed “key positions” in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

* If you need reasonable accommodation to participate in and/or complete the county’s application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)