



ADA COUNTY HUMAN RESOURCES

ASSOCIATE COUNTY SURVEYOR

Development Services

HIRING WAGE: \$70,000 – \$75,000/yr DOE

STATUS: Full-time with benefits

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

Members of this job family provide surveying services to Ada County.

DISTINGUISHING FEATURES OF THE CLASS

The Associate County Surveyor is first level of professional surveying job family and performs assignments under general supervision. Work is reviewed for soundness of techniques used and conformance with objectives. Plans and conducts work requiring judgment in the independent evaluation, selection, application and modification of standard techniques, procedures, and criteria.

ESSENTIAL FUNCTIONS

- Reviews subdivision and condominium (final) plats and certifies their compliance with applicable codes, ordinances and state statutes;
- Conducts site visits to locate and verify the presence of required monuments;
- Assists with the maintenance of survey monument records and assists survey division with data;
- Participates in conducting filed 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;
- Maintains and distributes survey monument corner records and assists surveyors with record data;
- Performs field surveys for property, construction and verifications and to evaluate and resolve inaccuracies in recorded plans, plats and property descriptions;
- Prepares property descriptions;
- Establishes and maintains the Ada County Global Positioning System (GPS) Control Network and provides survey control for the Ada County Parcel Base Map;
- Advises officials on records, land survey and property description matters;
- Provides surveying advice, answers technical questions and explains Ada County policy and procedures;
- Makes public presentations as required;
- Provides surveying support to the County Engineer for engineering projects;
- Prepares special reports as necessary.

ADDITIONAL FUNCTIONS

- Performs other related functions as required.

JOB REQUIREMENTS

- Certification as Land Surveyor Intern (LSI), or an equivalent combination of education and experience;
- Must be licensed or eligible for licensure as a Professional Land Surveyor (PLS) in the State of Idaho;
- Requires experience working with AutoCad, Global Positioning system (GPS), Coordinate Geometry Programs, MS Access databases and property laws;
- Knowledge of surveying principles, practices, and procedures;
- Knowledge of drafting principles, practices, and procedures;
- Knowledge of algebra, trigonometry, and geometry to make and verify calculations;
- Knowledge of Idaho Codes and local ordinances relating to plats and surveys;
- Skill in using current versions of AutoCAD, engineering and surveyor's modules, Microsoft Office products, and Geographic Information Systems;
- Skill in the operation and use of surveying equipment and materials;
- Ability to operate and use surveying equipment and materials;
- Ability to communicate effectively verbally and in writing;
- Ability to maintain effective working relationships;
- Ability to plan, organize and direct the work of employees;
- Ability to exercise sound professional surveying judgment.

OTHER REQUIREMENTS

- Incumbent is required to maintain a valid driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment; however, the employee will be required to perform survey related tasks and inspections in the field;
- 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)*

Ada County Human Resources | 200 W. Front Street, 2nd Floor, Boise, ID 83702

Office: 208-287-7123 Fax: 208-287-6999

adacounty.id.gov