

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: MAPPING SPECIALIST - SURVEYOR

Posting # 3508-0518ksa

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step 37 – 43, \$22.55 - \$25.92 per hour / \$1,803.94 - \$2,073.29 Bi Weekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: May 07, 2018

CLOSING DATE: *Open Until Filled

*All applications received by May 14, 2018 will be screened by the HR Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resources Office will continue to consider Qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Analyzes the accuracy of public land monumentation field data and uses computer-aided drafting (CAD) software to update survey monument tie sheets, township resurvey plats, and elevation plats. Assists the County Surveyor with other office related functions. May assist with the surveying of County real property and the maintenance and perpetuation of public land survey monumentation.

DUTIES INCLUDE:

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

1. Maintain survey monument tie sheets including the horizontal and vertical data shown thereon.
2. Assist the Deputy County Surveyor in the creation of Record of Survey plats.
3. Assist in compiling, tracking and analyzing survey documentation pedigree information.
4. Perform advanced calculations for all aspects of work including closing and adjusting traverses and calculating complex GPS positioning information.
5. Use a variety of field equipment including levels, total stations, and GPS equipment.
6. Use appropriate software to create survey drawings for a variety of uses.
7. Assist field crews.
8. Use coordinate geometry and other methods to perform analysis of survey data related to the public land monumentation network to ensure its completeness and accuracy.
9. Assist the County Surveyor in final local entity plat review.

EVALUATION AND SELECTION FACTORS INCLUDE:

- Knowledge of surveying office techniques and survey language
- Skilled in reading and writing
- Skilled in the use of various types of survey related resources and software
- Skilled in the use of AutoCad with experience in AutoCad Civil 3D preferred. Also experience with ArcGis, Excel, and Trimble Business center very helpful
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to apply trigonometry to surveying
- Ability to maintain concentrated attention to detail for sustained periods of time on complex tasks requiring 100% accuracy
- Ability to create and maintain survey plats and drawings
- Ability to process survey data with attention to detail
- Ability to take legible and complete notes

REQUIREMENTS FOR EMPLOYMENT:

1. Associate degree related to land surveying, GIS, cartography, drafting, or engineering and four years of related work experience.
2. Equivalent combinations of education and experience may also be considered.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:

1. Incumbent must possess a valid driver’s license and obtain a current State of Utah driver’s license within 60 days of employment.
2. Selected applicants may be subject to a background check.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.