



# Mapping Specialist - Surveyor

## Job Description

Department: Surveyor  
Position: Career Service  
Starting Step: 37  
Supervisory: No  
Reports to: County Surveyor

### 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.

### Essential Functions

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.

### Knowledge, Skills, and Abilities

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

### For Office Use Only

Class Code: 3508

Class Title: Mapping Specialist - Surveyor

FLSA: Non-Exempt

Effective Date: 4/10/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

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

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **Work Environment**

This job operates in a professional office environment, but occasionally field work may be performed for sustained periods outdoors in hot, cold, or inclement weather. 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.

### **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 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. Occasional field work may require the employee to carry equipment up and down steep mountainous terrain and to walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces. Specific vision abilities by this job include close and color vision and ability to adjust focus. The employee is required lift office supplies or equipment up to 30 pounds.

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

Incumbent must work 40 hours each week to maintain full-time status. There is 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**

This position requires up to 5 percent travel.

### **Required Education and Experience**

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.

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**Additional Eligibility Qualifications**

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.

**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.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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