

Bonner County Job Description



Title: COUNTY SURVEYOR
Department: GIS
Supervisor: Director
Supervision Exercised: NO
BOCC Approved: 2/15/2022

General Summary:

Works independently with County departments on survey related projects and issues. Assigned to the GIS Department for the purposes of administrative support. Performs complex, professional, and technical work in conducting major surveying activities, and reviewing subdivision plat documents for Bonner County.

Essential Functions:

- Reviews, verifies, and approves subdivision plats for conformance with Idaho code, County ordinances, and survey requirements: reviews other documents as may be required and/or specified by County Ordinances or State Law prior to recording: reviews public records relating to the practice of professional land surveying within Bonner County on an as needed basis, for conformance with Idaho Code; may serve in a mediator capacity to assist in the resolution of survey issues between professional land surveyors; testifies in court on behalf of Bonner County regarding county survey issues and/or interpretation of survey information affecting County actions.
- Communicates with citizens, applicants, surveyors, technical advisory staff, and public agencies to gather, coordinate, and complete survey plans, ordinances, studies, reports, and ordinances compliance investigations.
- Provides technical support regarding property descriptions and real property title history to other county departments. Advises personnel in responding to inquiries from the public regarding surveying issues.
- Plans, coordinates, and executes a re-monumentation program to monument lost corner locations and establish section corner coordinates using Global Positioning System (G.P.S.) instrumentation within a county wide survey control grid, for use by local surveyors and for internal Land Information System. Coordinates G.P.S. field work and resulting information with the local surveyor community.
- Participates in the preparation of legal descriptions and documents related to the transfer of easements, right-of-way, and real property to and from the county.
- Prepares major surveying reports, assists in the development of survey policies and procedures, and manages survey projects under established methods and procedures.

Certificates, Licenses, Registrations:

- Must possess a valid driver's license and be insurable.
- Must be a licensed Professional Land Surveyor in the State of Idaho by the Idaho Board of Registration of Professional Engineers and Professional Land Surveyors.

Specifications:

- A Bachelor's degree in Land Surveying or related field or, any equivalent combination of training and/or experience that provides the required knowledge and abilities for a Land Surveyor's License.
- Two years experience in related field.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough knowledge of: technical survey methods, principles and practices; state and local laws governing survey activities; Landuse laws and legal requirements for real estate transfers; Global Positioning Systems (G.P.S.) related to data acquisition, computations, compilation, and preparation of reports to users and county staff.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write original reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; prepare and present results to medium to large groups of property owners; read, write, hear, and speak in English. Ability to interpret manuals used in the surveying process. Ability to read legal contracts, descriptions, deeds, plat books, maps, and blueprints. Ability to maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, co-workers, and the general professional public.
- Ability to solve practical problems requiring reasoning to deal with a variety of variables in a wide range of situations; interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; adapt or modify existing systems, procedures, or methods to new situations; find alternative solutions by weighing alternatives and developing action
- The skills to Maintain mapping and survey quality standards; Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction; Prepare clear and concise reports, correspondence and other written materials; Identify and resolving discrepancies in survey data; and read and interpret survey maps and legal descriptions
- Competent ability to use a personal computer and associated peripherals and use Microsoft Windows 365 and databases specific to the County.
- Knowledge and ability to leverage ESRI ArcGIS & ArcGIS Pro software.
- Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Ability to operate a variety of technical tools and equipment, such as survey instruments.

Working Conditions:

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 regularly required to stand, walk and sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl; regularly required to use hands to keyboard, handle, or manipulate tools used in performing the job; must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Disclaimer: This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

(signature needed upon hiring and transfer/promotion only)

Please Print Name: _____