

LICENSED SURVEYOR

OVERVIEW:

Under general supervision of the Morgan County Recorder, the Morgan County Surveyor performs the duties of a licensed land surveyor pertaining to this office including technical work, project management, and administrative duties. All work is to be done following state statutes for performance of surveying work. This position requires licensure in the state of Utah as a Professional Land Surveyor. This position must have the ability to properly and accurately identify, manage, and complete tasks required to satisfy statutory requirements, county ordinances, or other duties and obligations of the Morgan County Recorder. Duties are to be completed following accepted and expected standards of practice governing the surveying profession as a whole and the policies of this office.

YOUR RESPONSIBILITIES:

This list is not meant to be an exhaustive list but to serve as a general overview of this position.

- Identify and manage tasks necessary to aid the Morgan County Recorder's Office to meet statutory requirements, county ordinances, or other duties and obligations of the office.

- Ensure that execution of all tasks within the office meet expectations for accuracy, timeframe, County standards, safety, and organization for both field work and office work.

- Maintain an organized, accurate, and detailed record of work performed and tasks completed to be filed per County standards.

Manage Monument Inventory, Preservation and Restoration as assigned:

- Manage all efforts necessary to restore lost, destroyed or jeopardized survey monuments.

- Ensure that all aspects of assignment are carried out properly with complete documentation of all restored monuments.

Manage Plat Review efforts as assigned:

- Ensure that plats approved by this office meet state and county requirements and are recordable.

Manage Maintenance and Inventory of County Equipment:

- Oversee inventory of surveying equipment, materials and supplies and determine survey equipment needs.

- Ensure that equipment is properly handled, stored, and maintained to ensure accurate and proper operation of the equipment.

Communication:

- Effectively communicate with project managers, engineers, architects, inspectors, landowners, contractors, and land developers on survey matters as directed or required by the project or as directed by the Morgan County Recorder.

- Consult with and respond to questions of the public, as related to this office and land survey issues in a manner consistent with office policy.

- Receive, direct, and/or resolve requests, comments, or payments from front desk, e-mail or phone.

- Other duties as assigned.

MINIMUM REQUIREMENTS:

Education:

- Associate's or Bachelor's Degree in surveying or geomatics, satisfying the education requirement for licensure in Utah.

Experience:

- Minimum of 3 years of land surveyor experience. Preferred 5+ years of experience.

Licensing:

- An active Utah Land Surveyor's License

Knowledge:

- Must have knowledge of relevant laws of Land Surveying, knowledge about important physical evidence as it relates to land boundaries and the Public Land Surveying System, laws of boundaries and the Public Land Survey System, subdivision development laws ordinances and policies, computers, computer software and survey instrumentation, mathematics, the BLM Manual of Surveying Instructions, Geographic Information Systems (GIS), and Global Positioning Systems (GPS).

Abilities:

- Perform duties and responsibilities of a Licensed Professional Land Surveyor as they relate to this office, correctly evaluate evidences to retrace and replace PLSS monuments and provide detailed records of findings and determinations, retrace political boundaries, draft with AutoCAD Civil 3D, create editable pdf forms, manipulate GIS maps, establish and maintain horizontal and vertical control networks, correctly research complete chain of title, manage multiple survey crews remotely, aid in any task required of the office when needed, establish productive relationships and effectively work with supervisors, co-workers, other County departments, project managers, contractors, and the public to beneficially contribute to the efficient operation of the office.

SPECIAL QUALIFICATIONS:

- Possesses a thorough understanding of proper operation of GPS and Total Station
- The ability to efficiently operate the office vehicles to tow trailers and transport equipment typically utilized by the office.
- The ability to see, with or without corrective lenses, so that precise and accurate use of surveying instrumentation is
- Must have a valid driver license and the ability to be insured by Morgan County
- Must be willing to be on call
- Must be able and willing to apply for State and Federal Grants as they become available

PHYSICAL DEMANDS

The physical demands of this job include but are not limited to sitting, standing, walking, wading, hiking, carrying, lifting, packing, bending, climbing, scaling, jumping, running, throwing, grasping, reaching, pushing, pulling, balancing, writing, and typing, including the proper manipulation of tools of the profession. The incumbent must be able to lift up to 50 pounds.

Please submit a cover letter as well as your resume. In a cover letter please include any projects that you may have completed.