

**Jefferson County Position
Description**

Name: _____ **Department:** Planning and Zoning
Division: Land Information

Position Title: County Surveyor **Pay Grade:** 9 **FLSA:** _____

Date: April 2024 **Reports To:** Planning and Zoning Director

Purpose of Position

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Preserves section corners and the County Public Land Survey System (PLSS) by maintaining physical monuments and witnesses.
- Collaborates with GIS specialists to ensure that survey data is accurately represented in the county's GIS databases. This involves updating GIS layers with the latest survey information and ensuring that GIS data aligns with physical survey markers and records.
- Updates and maintains related records to ensure the integrity and accuracy of survey data.
- Maintains a comprehensive record system of surveys performed within the county, ensuring easy access and retrieval of data.
- Provides both office and field surveying services for Jefferson County departments to support county projects and planning.
- Conducts technical reviews of Certified Survey Maps and Subdivision Plats for the Planning and Development Department.
- Executes field surveys for county departments, producing survey maps for various purposes including topographic, boundary, ALTA, and construction.
- Writes legal descriptions for easements and parcel boundaries for the county, ensuring legal compliance and accuracy.
- Assists the public and county departments in obtaining copies of record surveys, field notes, and land corner monument records in a timely manner.
- Serves as a member of the Land Information Council, contributing to policy and strategy discussions related to land information and surveying.
- Maintains knowledge of new technologies within the industry, recommends equipment and supply purchases, and monitors equipment maintenance to ensure operational efficiency.
- Stays informed about and ensures compliance with local, state, and federal laws and regulations affecting land surveying and land use. This includes understanding property rights, zoning laws, and environmental regulations.
- Engages with community members, landowners, and other stakeholders to address concerns related to land surveying activities. This may include conducting public meetings, workshops, or informational sessions to educate stakeholders about survey processes and findings.
- Acts as a mediator or expert witness in disputes involving land boundaries, easements, and right-of-way issues. This requires strong negotiation skills and a deep understanding of land surveying principles and legal standards.
- Plans, organizes, coordinates, and performs survey activities, ensuring projects are completed accurately and on time.

- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelors degree, and two years of related experience and or training.
- Strong understanding of surveying practices, land management, and legal aspects related to land surveys.
- Proficiency with surveying equipment and software.

Preferred Training and Experience Required to Perform Essential Job Functions

- Bachelors degree, and five years of related experience and or training.

Other Requirements – Certificates/Licensures

- Licensed Wisconsin Land Surveyor
- Valid Wisconsin Driver's License
- Maintain the minimum required continuing education hours or Professional Development Hours (PDH) for biennial renewal of surveying licensure.

Knowledge, Skills, Abilities

- Ability to read, analyze, and interpret scientific and technical journals, financial reports, legal documents, business periodicals, and governmental regulations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and handle a variety of concrete and abstract variables in situations with limited standardization.
- Proficient in writing clear and informative reports, business correspondence, speeches, and articles conforming to prescribed styles and formats.
- Effective at presenting information and responding to inquiries or complaints from customers, regulatory agencies, business community members, top management, public groups, and boards of directors.
- Strong understanding of mathematical concepts including probability, statistical inference, algebra, geometry, trigonometry, and their applications to practical situations.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume, and conversions of rods and chains to feet.
- Knowledge of principles and methods for describing physical characteristics, locations, and interrelationships of land, sea, and air masses.
Understanding of construction, surveying, geographic information systems (GIS), photogrammetry, geodetic surveying, cartography, and global positioning systems.
- Familiarity with design techniques, tools, and principles involved in the production of technical plans, blueprints, drawings, and models.
Proficient in reading and interpreting legal descriptions, deeds, and various types of instruments.

- Knowledge of legal documents, principles of land surveying, easements, survey maps, and plats.
- Understanding of the annual Wisconsin assessment and taxation cycle and its implications for workflow and task completion.
- Ability to reliably and predictably carry out duties.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee performs physical activities such as walking, standing for long periods, carrying equipment, and sometimes navigating through rough terrain. Also requires frequent stooping, kneeling, crouching, and possibly crawling. The position is required to use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. Lifting, moving, pushing or pulling up to 25 pounds generally occurs when carrying equipment. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus and distance vision. The maintenance of the Public Land Survey System (PLSS) monuments requires some strenuous work in digging, lifting objects, cutting brush, carrying equipment to remote locations on foot over varied terrain. Construction staking involves constantly carrying weight like wooden hubs and laths as well as surveying equipment. The ability to determine color variations is important with retracement surveys as far as seeing color striations in the soil to remnants of paint and flagging on monuments.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions while in the office and the noise level in the work environment is usually moderate. A substantial part of a County Surveyor's duties involves fieldwork. This can include traveling to various locations within the county to conduct physical surveys of land, establish and verify property boundaries, and maintain survey markers and monuments. Fieldwork may be conducted in a variety of weather conditions—from sunny and clear to rainy and muddy. Surveyors need to be prepared for all weather scenarios, which can impact the planning and execution of their work.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date