

SNOHOMISH COUNTY JOB DESCRIPTION

SURVEY SPECIALIST SENIOR

Spec No. 3404

BASIC FUNCTION

Perform senior level professional surveying assignments and lead survey staff performing advanced surveying assignments requiring the application of surveying principals and law. Seals plans, Records of Survey, right-of-way plans, legal descriptions and exhibits developed under his/her direction with Professional Land Surveyor's (PLS) stamp. Technical resource for the County Surveyor to manage complex projects or project components.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Project management, analysis, and resolution of right-of-way for public works roads and structures; produces plans, exhibits, right-of-way plans and records of survey of public works facilities such as roadways, bridges, surface water systems, and solid waste sites.
2. Conducts or directs the preparation of surveys by identifying and examining the documents and project needs; interpretation of all forms of evidence including the collection of field data and the technical evaluations used to develop recommendations.
3. Reviews survey work to ensure proposed surveys meet project needs, surveying specifications and regulatory requirements.
4. Prepares and reviews survey work to ensure proposed surveys meet project needs, surveying specifications and regulatory requirements.
5. Prepares requests for proposals for professional surveying, consulting services; reviews requests from consultants for changes in scope of work and recommends appropriate action.
6. Acts a technical resource in a specialized area of surveying to resolve complex problems within the public right of way and provide assistance in correcting related problems on adjacent private property.
7. Conducts field trips to inspect project sites during planning and design phases, and during construction for compliance with specifications and plans.
8. Provides technical support and acts as surveying liaison between public works, consulting engineering firms and other governmental agencies; reviews agency documents preparing and presenting comments on behalf of the department.
9. Coordinates the location, notification and preparation of presentations at public meetings for assigned projects and assists in other project manager's public meetings. Provides technical testimony at Public Hearings or Meetings.
10. Provides technical assistance, guidance, and training to survey staff.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Assigns, leads, and evaluates the work of subordinate employees as required; advises assists and trains subordinates as necessary. Participates in the selection of new employees, and makes recommendations regarding employee hiring. Input to supervisor on subordinate staff performance reviews.
12. Researches and prepares pertinent data and reports for legal counsel for court actions and represents public works on matters pertaining to real property and condemnations.
13. Reviews and approves survey control plans and contract documents before they are used in the public bidding process for county construction projects.
14. Prepares legal descriptions and exhibits for right-of-way acquisition and construction easements.
15. Assures the accuracy of surveying standards and standard specifications used by the county staff; updates survey standards and specifications as needed and maintains up to date files of survey standard drawings and standard specifications for staff use. Job duties.
16. Develops recommendations for the County Surveyor relating to the impacts to the monumentation in the county road system.
17. Supervises or conducts field and office investigations required to obtain representative topographic, boundary, right-of-way or construction data; such investigations may be through research, data collection, terrestrial surveys or use of Global Positioning Systems.
18. Evaluates field data and makes surveying recommendations pertaining to topographic, boundary, right-of-way, geodetic or construction surveys.
19. Manages the maintenance of and acquires data for the public land survey system within Snohomish County.

STATEMENT OF OTHER JOB DUTIES

20. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor of Science degree in Land Surveying or related field; AND four (4) years of Professional Land Surveying experience; OR, Washington state registration as a Professional Land Surveyor; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

A Washington State Professional Land Surveyor's license or ability to obtain such license within one year of employment.

A valid Washington State Driver's License.

KNOWLEDGE AND ABILITIES

Knowledge of:

- surveying mathematics applied to area of specialization
- surveying principles and practices and the technology and equipment applicable to the area of specialization
- the current codes, trends, and developments in the field of surveying
- word processing, electronic scheduling, spreadsheets, databases, GIS, computer-aided mapping and coordinate geometry
- principles of project management, organization and administration
- Laws and regulations applicable to the area of assignment

Ability to:

- direct and inspect the work of consultants and contractors on surveying studies and projects
- prepare and manage project activities, including monitoring budgets, work schedules, grant requirements and progress reviews
- plan, direct and coordinate the work of subordinates
- prepare or oversee the preparation of surveying records and plans
- communicate effectively both orally and in writing
- perform AutoCAD assignments

SUPERVISION

Employees report to and receive direction from a Public Works Supervisor III or above. A high degree of independent judgment and action is exercised in planning projects and programs and resolving administrative and technical problems within the framework of established codes, policies, budgetary limits and sound surveying practices.

WORKING CONDITIONS

The work is performed in an office environment with frequent field trips to locations throughout the county to make site visits, attend meetings, or coordinate work activities. Meetings or project requirements may involve working evenings, weekends or holidays as necessary. Physical hazards may occur from traffic or from construction equipment in the field.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 2016
EEO Category: 2 - Professionals
Pay Grade: 244 – Classified Pay Plan
Workers Comp: 1501 Hazardous