

**SNOHOMISH COUNTY JOB DESCRIPTION  
SURVEY SPECIALIST**

Spec No. 3403

**BASIC FUNCTION**

To perform advanced level surveying assignments in support of public design and construction projects. Assists Survey Specialist Senior as assigned, or manage smaller survey projects or project components as a Land Surveyor-in-Training (LSIT). Performs advanced technical surveying operations with computer aided drafting (CAD).

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Conducts, reviews, or directs the preparation of preliminary surveys in preparation for design and construction of public works projects such as surface water, roadways, bridges, solid waste sites, signals, county parks or community facilities.
2. Provides project management of public works survey projects, including preparing, overseeing, or reviewing specifications, quantity estimates, survey control plans and right-of-way plans and the oversight of the process.
3. Reviews land development applications for residential and commercial projects to insure that they comply with county regulations and design standards; performs site inspections and reviews technical requirements of project; recommends the approval or denial of projects and prepares supporting documentation for hearings or meetings. Job duties.
4. Serves as office surveyor responsible for project administration, preparation of plans, specifications, and document review.
5. Completes record drawings for projects built by contractors in accordance with approved construction plans and/or contractual documents; performs computations and drafting to translate contract plan information into record drawings.
6. Researches survey records to support survey resolution in the performance of horizontal and vertical control, topographic, construction, right-of-way, as-built, Public Land Survey System (PLSS), and other surveys, in support of county design and construction projects.
7. Performs complex survey computations to calculate and stake accurate locations of design improvements and county Right-of-Way for Public Works design and construction projects.
8. Computes and delineates, by analysis of evidence and documentation, the relationships between physical monumentation and the legal boundaries of county roads, bridges, structures, rights-of-way and other county properties as reviewed by the County Surveyor; reads and interprets legal descriptions to compute and establish property boundary lines.
9. Writes legal descriptions.
10. Performs analysis of control measurements; computes and translates values to horizontal and vertical data and the Washington State Plane Coordinate System; performs CAD software post-processing and develop digital terrain models.

**SNOHOMISH COUNTY JOB DESCRIPTION  
SURVEY SPECIALIST**

Spec No. 3403

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Reviews and checks design/construction and right-of-way plans for quality, accuracy, and compliance with County adopted standards, policies, and procedures.
12. Develops and maintains complex CAD and other databases; reviews and coordinates data with in house customers, consultants and other agencies via electronic file transfers.
13. Utilizes Digital Orthographic Photos and imagery to assist in the preparation of topographic maps and exhibits.
14. Develops and maintains database of surveying information related to transportation, land development or conditions of the road system in order to coordinate county improvements and local development.
15. Meets with county staff, developers, engineers, and community members and outside agencies to provide information and resolve concerns regarding county surveying requirements for land development.
16. Researching, analyzing and resolving surveying problems on county construction projects or land development projects.
17. Prepares and reviews technical reports related to surveying assignments.
18. Organizes, coordinates and conducts meetings to plan survey projects.

STATEMENT OF OTHER JOB DUTIES

19. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor of Science degree in surveying or related surveying field; AND two (2) years of professional surveying experience: OR any equivalent combination of education and experience in the fundamental knowledge of surveying theory and practice, gained under the direct supervision of a professional land surveyor.

Any experience gained without the supervision of a professional land surveyor would not be counted. Must pass job related tests

SPECIAL REQUIREMENTS

A Land Surveyor-in-Training certificate or ability to obtain one by demonstrated training or experience is required.

A valid Washington State Driver's License.

## **SNOHOMISH COUNTY JOB DESCRIPTION SURVEY SPECIALIST**

Spec No. 3403

Two years of Computer Aided Drafting in preparation of surveying maps and plans preferred.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles, practices and techniques of surveying related to area of assignment;
- surveying mathematics as applied to area of assignment;
- surveying principles and practices;
- surveying drafting procedures, standards and regulations applied to area of assignment;
- word processing, electronic scheduling, spreadsheets, databases, GIS, computer-aided mapping and coordinate geometry.

Ability to:

- interpret and assess field data used for survey projects;
- perform AutoCAD assignments;
- prepare surveying plans, specifications and estimates;
- use and care for instruments and equipment employed in the area of assignment;
- understand and execute oral and written instructions;
- establish and maintain effective working relations as necessitated by work assignments;
- plan, schedule and coordinate work assignments;
- use computer applications effectively.

### SUPERVISION

Position reports to and receives direction from a Survey Specialist Senior or a Public Works supervisor. Assignments are generally broad in scope with opportunity for the use of experience, initiative, and independent judgment in solving most problems. Work is periodically evaluated by a professional supervisor.

### WORKING CONDITIONS

The work is performed in an office environment with frequent field trips to locations throughout the county to make site visits. Office work is performed in an office environment with use of a computer and survey related software. Physical effort is required for site inspections. Physical hazards may occur from traffic or from construction equipment in the field.

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: 242 – Classified Pay Plan  
Workers Comp: 1501 Hazardous