

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: AUGUST 1, 2019**  
**REVISED: AUGUST 27, 2019**  
**CLOSING DATE: SEPTEMBER 18, 2019**

**DEPARTMENT:** Public Works Survey Division      **POSITION:** Professional Land Surveyor  
**LOCATION:** Globe or Payson      **JOB CODE:** 19-054

**THIS POSITION WORKS A FOUR (4) DAY WORK WEEK**      **ANNUAL SALARY:** \$46,482-\$62,750 DOE

### PURPOSE OF THE JOB

The purpose of this position is to perform field and office land surveying, prepare maps, check accuracy of maps, write legal descriptions, draft exhibits, compile and maintain drawing databases that contain accurate measurements in relation to Gila County lands, rights-of-way and easements.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<b>TIME SPENT</b>
• Conducts surveying activities utilizing GPS and conventional survey equipment to locate, measure and stakeout right-of-way, easements, property corners, section corners, centerline, elevation, grade and cross-sections. Gathers field data to create topographic maps for project design. Surveys include section breakdown, boundary, photogrammetric control, construction staking and as-builts. GPS work consists of static and Real-Time Kinematic (RTK).	20%
• Conducts mathematical calculations from collected field survey data and compares to existing recorded data to perform boundary analysis and determine property lines, right-of-way lines and easement locations.	15%
• Utilizes AutoCAD software to create Record of Survey and right-of-way maps for Gila County projects.	15%
• Coordinates and leads land surveying projects and supervises assigned project personnel; serves as a technical specialist for staff in the application of surveying principles and practices for the interpretation and resolution of land issues.	10%
• Develops property boundaries by applying appropriate boundary control and legal principles, draws maps and prepares legal descriptions. Seals and signs professional work product as needed.	10%
• Researches and reviews record deeds, right-of-way, easement documents and various maps to obtain necessary information for land surveys.	10%
• Creates/drafts AutoCAD site plan maps, parking lot designs, signage, dirt road sketches and primitive road sketches and exhibits for the abandonment of public rights-of-way as required.	10%
• Reviews subdivision, minor land division and lot line adjustment record of survey maps for mathematic closure in accordance with the Arizona Boundary Survey Minimum Standards adopted by the Arizona State Board of Technical Registration.	10%
• Performs other duties as assigned	

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

Provides project research and coordination on organizational development projects and capital development projects.

### ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries, participates in meetings and negotiates or persuades.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, contracts, deeds and legal descriptions, formal letters and reports.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Consistently (More than 40% but less than 55% in a year)

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**MINIMUM EDUCATION REQUIRED**

Associate's Degree or equivalent combination of education, training and experience

**MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Two (2) years of directly related experience; or equivalent combination of education, training and experience.

**PROFESSIONAL CREDENTIALS REQUIRED**

Registered Professional Land Surveyor in good standing with the State of Arizona; possession of a valid Arizona Driver's License.

**KNOWLEDGE REQUIRED**

Land Surveying practices and principles to include mathematics, cartography, Federal, State, Local laws, regulations and statutes.

**SKILLS REQUIRED**

Analytical thinking, critical thinking, problem recognition, problem solving, developing alternative solutions, time management, using scientific rules and methods, operating special survey equipment.

**ABILITIES REQUIRED**

Recognize problems, solve problems, perform mathematical operations, make sense of multiple data and deductive reasoning.

**PHYSICAL DEMANDS**

- Routinely sits to operate computers.
- Regularly lifts up to 50 lbs of work related materials, equipment and tools.
- Regularly requires dexterity for keyboard operation and for special machines.
- Driving, walking, and hiking may be necessary to access work locations. Standing and digging may also be necessary.

**WORK ENVIRONMENT**

Incumbents in this position perform work in an office environment as well as out in the field; exposure to inclement weather and general construction hazards; standing, walking, driving and lifting up to 50 pounds is involved.

**SAFETY RISK EXPOSURE**

Incumbents in this position may be exposed to frequent bending, kneeling and lifting.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Requires knowledge and use of Personal Protective Equipment (PPE).

**CONSEQUENCES OF ERROR**

Potential errors can result in unfavorable public perceptions and legal ramifications.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.