



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 1/21/16**

**CLOSES: When Filled**

### COUNTY SURVEYOR

This new position in the Public Works Department is a regular, full-time, exempt position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply.

**SALARY RANGE:** \$5,586 – \$7,374 per month

#### ESSENTIAL FUNCTIONS:

- Responsible for the collection of horizontal and vertical control data for all surveys of roads, bridges, drainage facilities, and maintenance facilities throughout the County.
- Supervise staff in the reduction of field collected data to survey drawings.
- Plan, organize, and supervise the work of Design Construction Division staff.
- Recommend selection of staff, develop procedures and performance standards, provide training, monitor progress and evaluate employee performance, provide feedback to the Construction Manager.
- Assist in developing and implementing Division objectives, plans, policies and procedures.
- Establish current and long range overall work programs, budgets and staffing needs.
- Prepare surveys such as research calculations and reference drawings.
- Instruct survey personnel in survey procedures and new equipment.
- Check incoming field work.
- Establish correct survey procedures.
- Establish cross-index system; a second order level circuit and ties to the State Coordinate System.
- Assure incoming County plats are correctly surveyed and mathematically and legally correct.
- Assist the Auditor's Office by supervising the review of private surveys for compliance with statutes.
- To assist, when necessary, in all Plans, Specifications and Engineering preparation and other high priority assignments.
- Exercise skill and judgment in dealing tactfully with the public and promoting good public relations.

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

#### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Surveying, Civil Engineering or a closely related field.
- Four (4) years of progressively responsible experience in the land surveying field.
- One (1) year of experience in a supervisory capacity.
- A combination of experience and education may be substituted for the requirements.
- Must be a licensed Professional Land Surveyor in the State of Washington or State having reciprocity with Washington.
- A valid Washington State Driver's License, and no more than two (2) moving violations within the past two (2) years.

Kittitas County is an Equal Opportunity Employer

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- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

#### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

- Ability to acquire and maintain a Washington State flagger's card and first aid certification within the first six (6) months of hire.
- Ability to maintain Washington State Professional Land Surveyor License.
- Proficient with computers, to include Microsoft Office Suite, MS Project, Autodesk AutoCad Civil 3D and related surveying/engineering software; GIS applications, and ability to learn and utilize other programs specific to the department and/or County quickly.
- Ability to use survey and data collection equipment; and Global Positioning Systems (GPS).
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, etc. in a courteous and professional manner.
- Clear and concise verbal and written communication skills, including public presentation.
- Effective interpersonal and problem-solving skills.
- Ability to work independently and support a team environment.
- Must be able to provide leadership, motivation, and guidance to staff, and assist with hiring, professional development, and disciplinary processes.
- Ability to establish and maintain effective working relationships with County officials, other local governmental officials, employees and the public.
- Ability to produce and accurately maintain survey data, reports and systems.
- Ability to read, analyze and interpret State and Federal regulations and abide by County policies, procedures, and standards.

#### **PREFERRED QUALIFICATIONS:**

- Certified Washington State Department of Transportation Bridge Inspector at time of application.
- Five (5) years' experience as a senior construction inspector.
- AA or Bachelor's Degree in Engineering Science, Construction Management or related field.
- Background in Surveying, Construction Management, or Civil Engineering.
- Certified Erosion and Sediment Control Lead (CESCL)
- Knowledge in WSDOT specifications.

#### **WORKING CONDITIONS:**

Work is performed in a standard office setting and in a variety of outdoor environments. Exposure to inclement weather including temperature extremes and windy/ dusty conditions will occur. Work may occasionally be performed in close proximity to moving mechanical parts and equipment that causes vibration. The noise level is usually loud in the field and moderately quiet in the office. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, and reach with arms and legs. Must have ability to lift, push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of moving about construction sites and traversing uneven and/or rugged terrain. Must have close, distance, color, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate clearly in person, over the telephone, and by radio. Safety rules and regulations must be adhered to at all times; PPE must be worn when required for employee safety.

Travel throughout the county is required to perform many of the essential functions; occasional travel outside the county may be required to attend meetings, training, or other events. Must have the ability

to safely operate a motor vehicle in all types of weather and all levels of light. Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, and may have to respond to emergency situations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Supplemental Exam Answers and 5) Three (3) Personal References and Three (3) Professional References. **Please note: All applications must be submitted online; paper copies will not be accepted.**

**SUPPLEMENTAL EXAM QUESTIONS:**

1. Please detail your experience establishing, or re-establishing, roadway monument systems.
2. Describe the value of drafting standards as it relates to data collection.
3. What techniques do you utilize when training individuals in the art of data collection?