



**SPOKANE COUNTY**  
invites applications for the position of:

## **Land Surveyor (OPEN & PROMOTIONAL)**

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**SALARY:** \$5,959.42 - \$8,338.09 Monthly  
\$71,513.09 - \$100,057.10 Annually

**OPENING DATE:** 03/20/23

**CLOSING DATE:** Continuous

**DEPARTMENT:** Public Works

### **JOB SUMMARY:**

This position is responsible for overseeing survey crews and inspectors in all phases of County construction projects including roads, bridges, sewer construction, material inspection and testing, personnel management, plat checks and inspections. The position allocated to this classification is responsible for the supervision of County survey crews. Schedules surveys and prioritizes identified surveys as needed. As a licensed professional land surveyor oversees the establishment and perpetuation of corners, lines, boundaries, right of ways and monuments as necessary to complete projects. Incumbents are responsible for researching original survey documents and for understanding and applying survey law.

**WHO MAY APPLY:** This recruitment is open to all Spokane County employees in a position covered by the Public Works Guild and all other applicants meeting the minimum requirements.

**TOTAL COMPENSATION:** \$91,536 - \$128,073 annually. Total compensation is an *estimate* based upon base compensation, median retirement fund contributions, and current employer-paid health and related benefit contribution rates (including medical, dental, life insurance, long term disability, and leave). The actual total will vary depending upon each employee's enrollment choices.

### **EXAMPLES OF DUTIES:**

- Coordinates survey crews and inspectors and data from preliminary design through construction of project.
- Assigns crew members to survey and inspection tasks, coordinates survey or inspection work in progress and resolves problems in the field as they occur.
- Checks plat maps for mathematical data to ensure that bearings and distances are shown in a clear, concise manner; verifies accuracy of data; ensures that plats conform to state law and County ordinances; and ensures that boundary lines do not conflict with existing recorded plats.

- Researches new projects for legal description, transit level notes, previous survey data and other relevant information.
- Reviews plans and specifications and all survey notes for roads, bridges and sewers.
- Interprets plans and specifications for County construction projects.
- Computes, calculates and checks all horizontal and vertical computations.
- Administers personnel matters including assigning work, evaluating performance, administering discipline and approving leave time.
- Trains personnel to use new methods and equipment to perform survey and inspection tasks.
- Determines supplies, equipment maintenance and new equipment needed.
- Reviews plans and specs for possible problem with County right of way or acquisition of easements and additional right of way.
- Determines County Road right of ways using current and past survey records.
- Resolves existing problems with roadways and right of way.
- Advises road maintenance crews of location of right of way as needed.
- Prepares drawing and legal description for Right of Way department and the Assessor's office.
- Writes legal descriptions and easements.
- Communicates with property owners, contractors, and the general public to explain survey purpose, secures permission to enter property and conducts surveys and to resolves complaints.
- Records and perpetuates section corners, street and road controls and records references.
- Maintains records and prepares reports regarding surveys and inspections performed.
- Assists other County departments in matters pertaining to land surveying.
- Directs the placement of property boundary markers.
- Recommends modifications or changes to procedures of methods of accomplishing County projects.
- Testifies in Superior Court and Federal Court as an expert witness.
- Performs other related duties as required/assigned.

## **MINIMUM REQUIREMENTS:**

- A Bachelor's degree in Land Surveying or related field **OR**, any equivalent combination of training and/or experience that provides the required knowledge and abilities for Land Surveyor's License.
- five (5) years of professional land surveying experience including three (3) years of supervisory experience in the area of assignment;
- Possession of a valid Washington State Professional Land Surveyor's License
- Possession of a valid Washington Driver's License at time of employment.

## **SELECTION FACTORS:**

- Knowledge of the techniques, principles and practices of land surveying.
- Knowledge of the standard equipment and technology utilized for land survey.
- Knowledge of mathematics utilized in surveying.
- Knowledge of customer service techniques and phone etiquette.
- Skilled in communicating effectively both orally and in writing, sufficient to exchange or convey information and to give and receive work direction.
- Skilled in establishing and maintaining effective working relationships at all organizational levels and with various community resources and agencies.
- Skilled in applying customer service techniques.
- Skilled in preparing technical reports.
- Skilled in the use of computer technology including spread sheets, word processing, data bases and graphics software.

- Ability to apply knowledge of boundary and monumentation law and regulations to survey research, technical procedures and problem resolution.
- Ability to effectively supervise projects through to completion and according to established deadlines.
- Ability to deal with citizens and customers in a tactful, calm, courteous and professional manner, often under stressful conditions.
- Ability to work independently and be a self-starter.
- Ability to resolve problems, use discretion, and make independent judgments.
- Ability to learn new work processes and adapt to change.

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://www.spokanecounty.org/employment>

Position #23-00094  
LAND SURVEYOR (OPEN & PROMOTIONAL)  
LW

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Human Resources

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## Land Surveyor (OPEN & PROMOTIONAL) Supplemental Questionnaire

\* 1. (Spokane County employees only): Are you in a position covered by Spokane County's Public Works Guild?

Yes    No

\* Required Question