



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Lead Surveyor</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Manager, Engineering</u> <u>Design and Construction</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Resource Management</u>	<b>JOB CODE:</b> 300	

**DEFINITIONS:**

With general supervision, oversees and manages all field survey and related functions for Boone County.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Researches and interprets public records for planning and execution of field surveys, and interprets and analyzes the results for effective utilization and application to the County projects and properties.

Prepares land descriptions for application to right-of-way easements, utility easements, leases of County-owned property and other applications; reviews and assures accuracy of land descriptions, utility easements, and roadway easements prepared by surveying consultants.

Responsible for reviews of all plats for subdivisions and administrative surveys in the County for accuracy and completeness and compliance with Boone County Subdivision Regulations and the Road, Bridge & Rights-of-Way Regulations.

Responds to inquiries from County officials and employees, and outside agencies regarding status of roadways and rights-of way, establishment of public roadways and other related information.

Coordinates with the implementation of outsourced professional design and survey contracts; prepares and implements requests for proposals for professional engineering and surveying services and equipment and supplies; assures the existence of pre-existing property markers.

Provides technical assistance and expertise to other County offices and departments; maintains and provides public accessibility to historically significant records; assist in the monitoring, development and reporting of the Department's annual budget; represents the County Engineer or the Public Works Department as a staff advisor at Planning & Zoning Commission meetings as requested.

**KNOWLEDGE AND SKILL:**

1. Comprehensive knowledge of maps, deeds, plats and other survey documentation.
2. Comprehensive knowledge of surveying equipment and practices, including State and local requirements for construction plans.
3. Good knowledge of computers and engineering software applications.
4. Skill in map reading, mathematical calculations and technical specifications.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

**MINIMUM QUALIFICATIONS:**

An Associate's degree in Engineering, Surveying, CAD or a related field; State of Missouri Professional Surveyor License and three years experience in construction, engineering, CAD or surveying.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)