



SARPY COUNTY
invites applications for the position of:
Registered Land Surveyor

SALARY: \$27.76 - \$36.05 Hourly

OPENING DATE: 04/22/22

CLOSING DATE: 05/01/22 11:59 PM

JOB OVERVIEW:

GENERAL PURPOSE

Under the general direction of the County Surveyor or designee, performs a variety of skilled technical, administrative, and supervisory duties to assist in the effective operations of the Sarpy County Public Works Department, requiring considerable responsibility and independent judgment.

SUPERVISION EXERCISED

Supervise and assist in the training of staff, volunteers and interns.

SELECTION GUIDELINES

Formal application, rating of education and experience, interview, reference checks, successful completion of a national criminal background check, successful completion of a pre-employment drug screen, and other job related tests or checks as may be required.

DISCLAIMER

The job description is current as of the date signed. Any omission of specific statements does not exclude them from the position if they are similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Organize and supervise daily operations of survey personnel in the absence of the County Land Surveyor

Coordinate field activities with other divisions of the County Engineer's Office.

Perform requested surveys (e.g. boundary, construction, topographic, preliminary).

Perform section corner maintenance (e.g. reference corners preconstruction, reset corners post-construction, rebuild deteriorating section corners, and re-establish lost/obliterated government section corners).

Maintain database of state plane coordinates and current reference ties to all government section corners.

Supervise the writing of land boundary legal descriptions and the research of filed documents for surveyors and the public.

Update/maintain land survey field books, survey index and section sheets.

Perform calculations required for land/construction surveys.
 Download and process data collection by total station, global positioning system and/or other automated data collection systems.
 Prepare/review/approve all legal descriptions for the County Engineer's Office.
 Review proposed subdivision plats and surveys filed by others for compliance with Nebraska Statutes and subdivision regulations.
 File and maintain subdivision plats and surveys filed by others.
 Review/analyze data from preliminary surveys.
 Review land surveys filed for compliance with minimum standards for land surveys.
 Coordinates inspection, construction, and survey activities with appropriate departments and/or contractors.
 Supervises and assists subordinate personnel in preliminary and construction surveys pertaining to bridge, culvert, and road projects as needed.
 Establish and maintain effective working relationships with developers, consultants, contractors, outside agencies, vendors, supervisors, County employees, elected officials, and the general public.
 Assign duties and examine work performed by staff to ensure it conforms to established requirements.
 Maintain survey records needed to obtain, create, compute, and analyze topographical details of sites and legal descriptions.
 Draft from legal descriptions for dedications, easements, or condemnations.
 Gather and compile information obtained from the operation of Global Positioning Systems (GPS) and all associated equipment.
 Respond to inquiries from contractors, developers, property owners, staff, and the general public.
 Report to assigned worksite with regular, predictable, and consistent attendance.

Peripheral Duties

Perform duties of the Registered Land Surveyor – Technical as directed.
 Serve as a member of various employee committees.
 Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

High school diploma or GED, supplemented with at least one (1) year of related technical or college training in drafting, Computer-Aided-Design (CAD), cartography, urban design, engineering technology or civil engineering required.

Six (6) years of work experience in a drafting or survey position required.

Registered Land Surveyor (RLS) designation required (with requirements as stipulated by statute).

Special Requirements

Must have and maintain throughout employment a valid Driver's License, as well as meet eligibility requirements of "acceptable driver standards" as defined by the County

Necessary Knowledge, Skills and Abilities

Working knowledge of urban design principles, practices, and methods as applicable to a municipal setting

Working knowledge of CAD and other computer software

Knowledge of Preform drafting skills and Pix4D software preferred.

Working knowledge of computer software programs including, but not limited to MS Office Suite, as well as department-specific programs

Knowledge of and ability to follow applicable County policies, laws, and regulations affecting Department activities

Skill in surveying

Effective communication, training and supervisory skills

Skill in and ability to perform duties with efficiency, thoroughness, accuracy, and attention to detail while managing frequent interruptions

Ability to work under pressure and/or frequent interruptions

Ability to navigate stressful situations while maintaining composure

Ability to understand and follow exacting verbal and written instructions

Ability to prioritize work and carry out assigned projects to completion

Ability to manage and protect information of a confidential, sensitive nature

Ability to communicate effectively, in English, both verbally and in writing

Ability to operate equipment including, but not limited to, standard drafting tools, Level and Level rod, Theodolite Total Station, GPS surveying units (base and network), data collector, engineering calculator, multiline phone, computer, printer, scanner, copier, and fax

PHYSICAL DEMANDS AND WORKING CONDITIONS:

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential tasks.

JOB CLASSIFICATION

Medium Work exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sarpy.gov>

1261 Golden Gate Drive, Suite 4E
Papillion, NE 68046
402-593-4485
402-593-4486

humanresources@sarpy.com

Position #00856
REGISTERED LAND SURVEYOR
KZ

Registered Land Surveyor Supplemental Questionnaire

- * 1. What level of education have you achieved?
- No high school
 - High School or GED
 - One year of college
 - Up to 2 years of college
 - Up to 3 years of college
 - Bachelor's degree
 - Master's degree
- * 2. How many years of related experience do you have?
- Up to 3 years experience
 - 3 years experience
 - 4 years experience

- 5 years experience
 - 6 years experience
 - 7 years experience
 - 8 years experience
 - 9 years experience
 - 10 or more years experience
- * 3. Describe in detail your bona fide work experience as a Registered Land Surveyor. If you have no experience, please write 'N/A'. Do NOT indicate the County should refer to your resume - failure to answer this question within the application will exclude you from further consideration for this position.
- * 4. Describe in detail your bona fide work experience in drafting, Computer-Aided-Design (CAD), cartography, or urban design. If you have no experience, please write 'N/A'. Do NOT indicate the County should refer to your resume - failure to answer this question within the application will exclude you from further consideration for this position.
- * 5. Do you possess the Registered Land Surveyor (RLS) designation?
 Yes No
- * 6. Do you have a valid Drivers' License?
 Yes No
- * 7. The starting pay rate for this position is \$27.76 per hour. Please indicate if this rate of pay is acceptable to you. Failure to agree to the starting wage will exclude your application from further consideration.
 Yes No
- * 8. Are you able to perform the essential functions of this position with or without accommodation?
 Yes No
- * 9. Are you able to meet the physical demands and work environment requirements of this job with or without accommodation?
 Yes No
- * 10. Hours of this position are M-F 7:00 am - 3:30 pm. Are you able to meet the hours requirement of this position?
 Yes No
- * 11. Are you requesting Veterans Preference as stipulated in Nebraska Statutes § 48-225 to 48-231? Such preference includes initial employment or a return to employment with the State of Nebraska or its governmental subdivisions if termination of previous employment was for other than disciplinary reasons.
 Yes No
- * 12. Sarpy County complies with Nebraska Veterans' Preference Laws. If you are claiming Veterans' Preference you must attach Form DD214 (prefer member form 4) and if applicable, documents showing you receive or are eligible to receive benefits from the

U.S. Dept. of Veterans Affairs. The spouse of a 100% disable veteran may claim preference by providing the Form DD214, Proof of Disability and a marriage certificate. The spouse of a service member may claim preference and is limited to the time the service member is on active duty and up to 180 days after discharge/separation from service. DO YOU UNDERSTAND AND ACCEPT THESE STIPULATIONS?

- Yes
- No
- N/A - does not apply

* Required Question