

# GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer

Page 1 of 4

## POSITION DESCRIPTION

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<b>Employee Name:</b>	<b>Position Title: Surveyor I</b>
<b>Class Number: 42032E</b>	<b>Class Title: Surveyors</b>
<b>Dept./Div.: Survey</b>	<b>Employment Status: Full-time</b>
<b>Reports to: Surveyor II with P.S.</b>	<b>FLSA Status: Non-exempt</b>
<b>Normal Hours: 7:00am – 3:30pm</b>	<b>EEO Status: 03</b>
<b>Civil Service Status: Classified</b>	

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### CLASS DESCRIPTION:

Under the technical licensure supervision of a Surveyor II with a Professional Surveyor's license (P.S.), and is responsible for assisting in supervising all survey personnel, and managing all survey operations; and performs a variety of difficult and challenging survey and CAD work.

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of a four-year degree in surveying and five (2) years' experience in drafting, surveying, and/or construction; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Professional Surveyor's License; Ohio Driver's licenses; must maintain insurability under the Engineer's insurance policy.

**THEORETICAL UNDERSTANDING:** Must have completely read the book *Turn the Ship Around* by L. David Marquet and understand and embrace the leader-leader intent-based leadership philosophy. Must understand and embrace the notion that we learn all the time to serve our coworkers and Geauga County. Must understand and embrace that this employment learn constitutes both hands-on learning and theoretical learning.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Modern office equipment (e.g., computer, copier, calculator, telephone, fax machine, etc.); computer software (e.g. Microsoft Office suite, Auto CAD; ARC; Serv. Pro); measuring/surveying equipment (e.g. laser thermometer, wheels, tape measure, etc.).

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; is exposed to environmental conditions which may result in injury from fumes, odors, mists, gases and/or poorly ventilated work areas; is exposed to possible injury from extremely noise conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; has contact with potentially violent or emotionally distraught persons; has occasional exposure to potentially vicious animals; hot, cold, wet, humid, or windy weather condition, hazardous conditions lifts and carries clients and/or supplies weighing up to twenty (40) pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light to medium work.

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Page 2 of 4

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 35% (1) Handles crew chief responsibilities for a survey crew. Operates survey equipment and instruments to obtain data for boundary control, engineering surveys, and construction projects. Reviews and monitors documents, contracts, and other legal instruments for compliance with policies laws and standards within the authority of the department of the County Engineer; performs complex survey and engineering calculations for the purpose of creating design data and drawings for the department. Clears brush and foliage from line survey; sets up targets on tripods over points for measurements. Locates and or sets monuments, pins, or stones. Marks survey points for identification. Takes field notes for topographical sketches. Sets up and maintains traffic control in survey zones.
- 25% (2) Assists in supervising all survey personnel (e.g. plans, schedules and assigns employee work); reviews and monitors documents, contracts, and other legal instruments for compliance with policies laws and standards within the authority of the department of the County Engineer; supervisory principles and practices; performs complex survey and engineering calculations for the purpose of creating design data and drawings for the department.
- 15% (3) Answers routine and complex questions to assist the general public, businesses, and other government agencies regarding maps, surveys, construction drawings, and other related information of the County Engineer's office.
- 20% (4) Performs routine to complex CAD duties; utilizes and is familiar with the county GIS system.
- (5) Maintains required licensures, certification, and continuing education requirements, if any.
- (6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

- 5% (8) Performs other related duties as assigned.
- (9) Attends staff meetings as assigned.

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Date Adopted: 07-01-2023

Date Revised:

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Page 3 of 4

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NOTE: May be required to be on call 24 hours a day, as necessary.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** \*Engineer's goals and objectives; \*Engineer's policies and procedures; department goals and objectives; department policies and procedures; safety practices and procedures; emergency response operations for release, or threats of release, of hazardous substances (asphalt); emergency plans for evacuation purposes; fire plans for the prevention of fire hazards; first aid; two-way radio operations; road construction, maintenance, and repair; proper lifting techniques; snow and ice removal. Must have an understanding of the theoretical and practical application of the leader-leader philosophy of leadership, and must completely read the book Turn the Ship Around! by L. David Marquet.

**Skill in:** typing; word processing; computer operation; telephone console operation; use of modern office equipment; drafting tools and devices; use or operation of heavy equipment; use of bench and/or hand tools; snowplow operation; surveying instruments. Motor vehicle operation; snow and ice control operations; heavy equipment operation; operation of light and heavy hand held equipment; computer operation.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; communicate effectively; cooperate with co-workers on group projects; develop and maintain effective working relationships; resolve complaints; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work sites.

### POSITIONS DIRECTLY SUPERVISED:

All Survey Department Personnel

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Page 4 of 4

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\_\_\_\_\_  
(Signature of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

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Date Adopted: 07-01-2023

Date Revised: