

GEAUGA COUNTY ENGINEER

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Survey-in-Training
Class Number: 40313E	Class Title: Surveyors

Dept./Div.: Design/Survey	Employment Status: Full-time
Reports to: Surveyor	FLSA Status: Non-exempt
Normal Hours: 7:45am – 4:15pm	EEO Status: 03
Civil Service Status: Classified	

CLASS DESCRIPTION:

Under the direction of a fully licensed Surveyor, is responsible for performing a variety of difficult and challenging survey field work, construction design work, and CAD work.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of four-year degree in the field of surveying or engineering; and possession of a current and valid Ohio Surveyor-in-Training certificate or the ability to acquire a valid and current Ohio Surveyor-in-Training certificate within 360 days of hire.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Driver's license; must maintain insurability under the Engineer's insurance policy. Must possess a current and valid Ohio Surveyor-in-Training certificate or the ability to acquire a valid and current Ohio Surveyor-in-Training certificate within 180 days of hire.

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 learning 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, typewriter, 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 the vicinity of dockboards; 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.

Date Adopted: 07-01-2023

Date Revised:

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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:

- 45% (1) Works in the field as a part of 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.
- 30% (2) 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; performs routine to complex survey work in the office and in the field; assigns.
- 20% (3) Performs routine to complex CAD duties; utilizes and is familiar with the county GIS system.
- (4) Maintains required licensures, certification, and continuing education requirements, if any.
- (5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (7) Performs other related duties as assigned.
- (8) Attends staff meetings as assigned.

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

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

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Knowledge of: *Engineer's goals and objectives; *Engineer's policies and procedures; *department goals and objectives; *department policies and procedures; English grammar and spelling; office practices and procedures; drafting techniques; surveying techniques; road construction, maintenance, and repair; proper lifting techniques; supervisory principles and practices.

Skill in: typing; word processing; computer operation; telephone console operation; use of modern office equipment; drafting tools and devises; use or operation of heavy equipment; motor vehicle operation; use of bench and/or hand tools; snowplow operation; surveying instruments.

Ability to: Interpret a variety of instructions in oral, written or picture form; understand manuals and oral instructions, technical in nature; use proper research methods in gathering data; answer routine inquiries from general public; communicate effectively orally and in writing; cooperate with co-workers on group projects; demonstrate ability to lift heavy surveying equipment; demonstrate manual dexterity; travel to and gain access to work site; communicate effectively.

POSITIONS DIRECTLY SUPERVISED:

Survey Interns and Survey Summer Students

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

Date Adopted: 07-01-2023

Date Revised: