

Position Title: County Surveyor

FLSA Status: Exempt

Reports to: GIS Coordinator/LIO/Planner

Pay Grade: 13

Department: Land & Water – Land Information Office

I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position is responsible for administration, maintenance, and preservation of the Public Land Survey System (PLSS). This position is also responsible for filing; maintaining survey records; reviewing certified surveys and subdivision plats for compliance with State Statutes/Admin Codes and County Ordinances; preparing any surveys or reports as directed by county officials; and to serve as a resource on land surveying matters to private surveyors, real estate professionals, local units of government, and the general public.

II. Essential Duties and Responsibilities

- Performs the duties of County Surveyor prescribed under Section 59.45 Wisconsin Statutes.
- Oversees the re-monumentation, preservation and maintenance of the corners of the Public Lands Survey System.
- Maintains, protects and preserves other geodetic monuments located in the County.
- Maintains, protects and preserves records found in the County Surveyor files.
- Maintains, protects and preserves Section/Quarter corner tie sheet records.
- Oversees the intake, indexing and filing of survey maps submitted for record in the County surveyor files.
- Maintains the County Highway Register in accordance with Section 83.01(7)(g) of Wisconsin Statutes.
- Administers and enforces the County Subdivision Control Ordinance.
- Reviews all Certified Survey Maps for compliance with County ordinances and state regulations prior to recording.
- Reviews preliminary and final plats in unincorporated areas of the County for compliance with County ordinances and state regulations.
- Performs survey work as needed by other County Departments.
- Responds to the public and other customers in answering questions related to land surveying and land ownership.

- Supervises assistants in performing surveying functions and drafting or drawing maps and legal descriptions.
- Creates and maintains records of locations of other major geodetic survey monuments.
- Serves as a resource on land surveying matters to private surveyors, real estate professionals, local units of government, and the general public

III. Related Job Functions

- Works closely with the Land and Water Conservation Department and the Zoning, Planning and Land Information Department.
- Attends Planning, Resources and Development Committee meetings, providing input and making recommendations as needed.
- Operates County vehicle in traveling to and from worksites.
- Establishes and maintains effective working relationship with co-workers and others.
- Attends training sessions, L&WC and other meetings as requested.
- Employee is required to be courteous, cooperative and respectful at all times, with the public. Also establishes and maintains a courteous, cooperative and respectful working relationship with other employees, supervisors and public officials.
- Performs related work as required or directed.

IV. Physical Demands

- This is a physically demanding position with much of the work time spent in the field working in all weather extremes. Field work occurs in the woods and in open areas, on ridges and bluffs, in valleys and ravines, and in creek and river bottoms. This field work often requires walking long distances over, across and through difficult terrain while carrying necessary equipment. Field work may also include exposure to ticks, mosquitoes, bees, etc. The remainder of the time is spent in the office computing, mapping, researching, reviewing maps, attending meetings, responding to inquiries, and maintaining the County Surveyor files.
- Involves minimal potential and/or direct exposure to blood or body fluids.

V. Education and Training Requirements

- Must be a licensed Wisconsin Professional Land Surveyor per Wisconsin Statutes Section 443.06 and have a minimum of five years of field surveying experience. Experience with survey grade GPS equipment, CAD software, and GIS software is also required. Experience with topographic surveys & design/stakeout of conservation practices or similar is preferred.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.