



CLASS SPECIFICATION

Class Title: Surveyor Operations Manager
Department: Surveyor
FLSA: Non-exempt

Class Code: 8811
Grade: 24
Eff. Date: 10/07/2026

GENERAL PURPOSE

Under general supervision from the County Surveyor or Chief Deputy, performs supervisory and professional duties in overseeing field surveying and office survey management work for the county.

EXAMPLE OF DUTIES

Supervises survey staff; assists with hiring, on-boarding and training employees; assigns, reviews and monitors work performance; conducts employee performance appraisals in compliance with County policies, procedures, and practices; addresses performance problems in a timely manner and initiates disciplinary actions as directed by the County Surveyor or Chief Deputy.

Assists in developing and implementing departmental policies and procedures that maximize efficiency. Ensures field crews adhere to safety protocols, traffic control procedures, and federal, state and county regulations.

Represents the County Surveyor as a public relations liaison with private and public agencies. Calculates and writes legal descriptions; outlines and performs survey work for storm drains and stakes out storm drains in the field. Provides technical consultation and information sharing services to users of the County Survey Control System, including to staff, county departments, external public entities, and the general public

Assists in determining and implementing plans regarding the direction and design of the County horizontal and vertical Survey Control System.

Performs the field work necessary to re-establish and maintain section and quarter corners; investigates validity of complaints regarding section corner stability and validity, initiating corrective actions when needed; abstracts and researches records in Recorder's office as necessary.

Recovers, manufactures, installs, repairs, references, and maintains an inventory of monuments and supplies. Coordinates disbursements of monuments.

Operates levels, transits, theodolites, electronic distance measuring (EDM) equipment, Global Navigation Satellite System (GNSS) equipment and receivers, Robotic Total Stations, and Aerial Drone equipment to complete accurate field surveys. Ensures that field equipment is clean, calibrated, and in good working order.

Uses appropriate measurement techniques for GNSS equipment and terrestrial instrumentation, such as performing RTK measurements with a VRS network, static GNSS measurements, OPUS corrections on measurements, differential leveling, control traverses, etc. to survey accurately in the field. Logs and manages physical and digital field data responsibly. Logs and organizes relevant, thorough field notes.

Performs advanced mathematical calculations and planning for all aspects of survey work including closing and adjusting traverses and calculating complex GNSS information.

Oversees or completes checks on new subdivisions for mathematical closure, lot areas, section ties, and bearing base; oversees and outlines survey work such as control for aerial photography, county owned property, etc.

Prepares GIS and CAD survey plats and integrates accurate spatial data with aerial photography and orthographic imagery. Verifies that all office drafting matches final recorded plats and county standards.

Assists in preparing easement descriptions and exhibits, including writing land boundary descriptions; assists in reviewing and drafting profiles, engineering surveys, boundary surveys, ALTA/NSPS Land Title surveys, etc.; assists general public with surveying questions.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Land Surveying, or a closely related field and two (2) years of full-time surveying experience, and 1 (one) year of full-time surveying experience in a lead or supervisory capacity. An acceptable combination of education and experience may also be considered.

Preference for licensing by the State of Utah as a Land Surveyor

2. Special Qualifications:

Employees driving a personal or a county vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: land surveying techniques and survey & legal terminology; familiarity with the Public Land Survey System (PLSS); basic engineering principles, geometry and trigonometry, including coordinate geometry (COGO); survey or engineering mapping and drawing; land title and PLSS research and abstracting methods; County and departmental policies, procedures, and practices.

Skill in: Operating advanced survey equipment, including GNSS receivers, Robotic Total Stations, digital auto-levels, and Unmanned Aerial Vehicles (UAV/Drones); computers, calculators, data

collectors, and other electronic surveying equipment along with associated software but not limited to Leica Infinity and other Leica software, AutoCAD software products, word processors, Excel, and other survey related software.

Ability to: direct and evaluate the work of others; effectively use and train others on GNSS and traditional surveying equipment, survey instruments, field methodology, and final plat checks & preparation; read and interpret plan sets, subdivision plats and blueprints; interpret and understand title documents and property descriptions; perform advanced field and office calculations to check traverse closures, calculate coordinates and GNSS positioning information, and adjust traverses; take complete, legible notes; organize, prioritize, and assign projects;; establish and maintain effective working relationships with employees, other agencies, land surveyors, and the general public; ability to communicate effectively verbally and in writing and follow written and oral instructions.

WORKING CONDITIONS

Employee regularly sits at a desk or table for sustained periods of time, maintaining concentrated attention to detail. Regularly walks, stands, or stoops. Occasionally lifts, carries, pushes, pulls, reaches, or otherwise moves objects weighing up to 50 pounds (e.g., equipment, monuments, supplies). Regularly walks, stands, stoops, crouches, kneels, crawls on narrow, slippery, or erratically moving surfaces; moves over and around rough, uneven, steep, and otherwise unimproved ground; moves up and down stairs; works outside in inclement (hot and cold) weather conditions. Regularly drives a motor vehicle and work between projects.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***