

**LIVINGSTON COUNTY
JOB DESCRIPTION**

ENGINEERING SURVEYOR

Supervised By: Chief Deputy Drain Commissioner

Supervises: May assist in coordinating workflow

FLSA Status: Exempt

Position Summary:

Under the supervision of the Chief Deputy Drain Commissioner is responsible for collecting, surveying and building the Drain Commissioner's Office and the Department of Public Works GIS layers in the County's GIS system, preparing maps, construction plans, reports, and feasibility studies, and providing engineering support and lead assistance to Drain field and dam operations.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Prepares and updates maps using a GIS system and engineering principles and conducts research as needed.
2. Implements, collects and oversees the data collection necessary to create construction plans, diagrams, cross sections, drain profiles, topographic maps, reports, and feasibility studies for both existing and proposed drains.
3. Creates and reviews construction plans to ensure plans follow approved specifications.
4. Prepares storm drainage construction plans.
5. Responds to customer questions and complaints regarding drainage issues.
6. Conducts drain surveys to collect benchmark data and analyze drainage systems.
7. Designs, implements, and maintains the department mapping database.
8. Prepares and maintains the department assessment database including drains, lake level, lake improvement, and sanitary sewer systems.
9. Creates and designs individual maps and map series for a variety of different uses.

10. Prepares and maintains assessment rolls for drains, lake levels, and lake improvements.
11. Provides engineering expertise and lead assistance to maintenance crew in the absence of the Field Supervisor – Drain and to Drain/Soil Inspectors with operations of dams as assigned when needed.
12. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in engineering, surveying, cartography, resource development or related field and three years of progressively more responsible experience in surveying, mapping, GIS development, and field operations.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Department of Environmental Quality Storm Water Operator certification.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of engineering and drainage, surveying, and construction.
- Considerable knowledge of conducting surveys and inspections, soil erosion control, GIS and cartography, preparing general construction plans, analyzing assessment and map programs and paper documents, and applicable local, state and federal, laws, rules and regulations.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and department specific software, database development, and the ability to master GIS/mapping software.
- Skill in the use of specialized GPS device equipment.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.