

Job Description:

# **Part-Time County Surveyor**

## **PURPOSE OF POSITION:**

### **JOB SUMMARY**

Performs the duties as required by Wisconsin Statutes Chapter 59.45. Working with various departments throughout the county, townships and municipalities, and the public to protect the Public Land Survey System (PLSS) monuments, file and index all survey material not recorded in the Register of Deed's office and make available, and provide land surveying support to the county.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties described below are indicative of what the County Surveyor might be asked to perform. This job description is to incorporate any state statutes and county ordinances created for the position of County Surveyor. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

#### **Administrative Functions:**

- Perform all duties as required by Wisconsin Statutes Chapter 59.45
- Consult with the Land Conservation-Land Information-GIS and Zoning and Recycling Departments; Land Conservation-Land Information- UW Extension Committee, the Intergovernmental Affairs Committee, community stakeholders, and the public to assess local environmental issues. Conduct policy analysis. Draft public policy options. Incorporate policy into short and long-range resource management plans, resolutions, and ordinances.
- Provide information to the agenda for the Land Conservation-Land Information- UW Extension Committee meetings. Attend and participate in those meetings, as well as meetings of other County committees and units of government as they pertain to the land surveying and related resource management.
- Provide information on contracts, rules, and ordinance requirements to the general public, contractors, real estate agents, attorneys, lenders, land surveyors, and engineers, in written form, orally and through on-site visits.
- Maintain knowledge of current laws, regulations and policies related to land surveying. Maintain contact with State and federal Legislators as appropriate.
- Provide input into planning processes to facilitate development of long-range strategic and resource management plans to meet statutory responsibility of the Land Conservation, Land Information/GIS Department (Land & Water Resource Management Plan, Land Information Plan, and the County Comprehensive Plan).
- Maintain relationships with cooperating local, State, federal agencies including regional and local planning agencies, zoning authorities, USDA- Department of Agriculture Forest Service, USDA Natural Resource Conservation Service, Department of Natural Resources, Department of Agriculture, Trade, and Consumer Protection, USDA, Farm Service Agency and University of Wisconsin Extension Services to promote sharing of data and records.

- Assist and provide comment of management and quality control of plans, databases, and GIS layers maintained by the Land Conservation & Land Information as contributing elements of the County Geographic Information System and Land Information System.
- Develop and maintain the Survey Record Database / Index. A filing system for land survey related information and Corner Certificates.
- Acts as an internal resource regarding parcel mapping / land surveying questions.
- Acts as an internal resource regarding parcel mapping / land surveying questions
- Executes land surveys on behalf of other county departments, assist in the preparation and administration of contracts for surveying services and oversee the progress, completion, and compensation of the vendor. Perform quality control checks of survey contractors work.
- Administers the County Remonumentation Plan
- Develops maintenance program for corners of the original government survey.
- Reviews certified surveys, preliminary and final county plats, and preliminary and final state plats to assure compliance with the Langlade County Land Division Ordinance and makes recommendations to the County Zoning Administrator and Water and Land Use Planning Committee.

Supervisory Functions:

- None

Community Relations Functions:

- Participate in routine meetings with County, State and Federal agencies regarding local needs and Department activities.

Customers:

- County Administrator
- Land Conservation, Land Information/GIS Land Conservation-Land Information Committee and the Intergovernmental Affairs Committee.
- County Departments
- Municipalities
- General public

Team Members:

- All LC-LI staff members
- Cooperating agency staff members (DNR, DATCP, UWEX, NRCS, FSA) who provide resource management services under contract or MOU with Forest County LC-LI Department
- Cooperating County Department staff members (Highway, County Forestry and Trails Department, Public Health, and UW-Extension) who provide services under contract, MOU, or joint working agreements with LC&LI Department
- Individual volunteers and members of 501(c)(3) conservation organizations that provide services to the LC&LI Departments

## **MINIMUM QUALIFICATIONS:**

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

### EDUCATION AND/OR EXPERIENCE:

- Licensed Land Surveyor within the State of Wisconsin
- Minimum of four (4) years professional experience of or relating to Land Surveying
- Minimum of five (5) years professional experience working with multiple levels of government agencies, government entities and partner organizations.
- Familiarity of GIS data
- A valid driver's license and insurable under Forest County auto insurance is required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to assign work, add or delete; plan work, establish priorities.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.
- Ability to work in the field.

### EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software.
- Ability to use GIS and GPS systems.
- Ability to utilize CAD drafting packages
- Other equipment could be required.

### LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations and authorities; MSDS sheets, safety manuals; and warning labels.

### MATHEMATICAL SKILLS

- Ability to perform complex mathematical calculations.
- Ability to utilize, recommend, and monitor annual department and division budgets.

## REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

## PHYSICAL AND MENTAL ABILITIES:

### PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

#### Physical Environment:

The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.

Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

## ENVIRONMENTAL ADAPTABILITY:

#### Work Environment:

- Works primarily in an office environment, however, has the ability to work in all weather conditions and all landscape conditions when required.