



Employment Opportunity

County Surveyor – Bureau of Engineering

Hiring Range \$54,600 – \$60,071 (Grade C13)

40 hour *exempt* position with full benefit package

Apply By: Monday, March 2, 2020 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Plans, organizes, and directs work of one or more survey parties engaged in surveying earth's surface to determine precise location and measurements of points, elevations, lines, areas, and contours for construction, mapmaking, land division, title, or other purposes in accordance with Federal, State and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Research, interpret, compute and plot deeds for County projects
3. Review and approve right-of-way plats submitted by consultants and agencies
4. Prepare, compute and approve work sheets for project design
5. Apply surveying principles, practices, laws and regulations
6. Compile composite reports from individual reports of subordinates required by management or government agencies
7. Determine work procedures, prepares work schedules, and expedites workflow
8. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
9. Assign duties and examine work for exactness, neatness, and conformance to policies and procedures
10. Study, develop and standardize procedures and policies to improve efficiency and ensure continuous and safe operations
11. Address errors and complaints
12. Perform related duties as to specific assignments
13. Any employee may be identified as Essential Personnel during emergency situations
14. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
15. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or GED
2. Eight years experience in survey operations, including three years supervisory experience *

* A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Registration as a Professional Land Surveyor in the State of Maryland
2. Valid driver's license

A Carroll County Government job application is required for this position

Apply on-line: : www.carrollcountymd.gov

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 1/27/2020
(20-86)

Carroll County is an equal opportunity employer