

# Human Resources

Our mission is to deliver quality public services to the citizens in an effective, professional and efficient manner.

PO Box 3000, 303 Minnesota Avenue, Walker, MN 56484-3000  
Phone: 218-547-7279 Facsimile: 218-547-7455 TDD: 218-547-1424  
E-Mail: [kelsey.schwartz@co.cass.mn.us](mailto:kelsey.schwartz@co.cass.mn.us) Website: [www.co.cass.mn.us](http://www.co.cass.mn.us)



## JOB VACANCY

### CASS COUNTY HIGHWAY DEPARTMENT

#### County Surveyor

This position is a Grade 36 with a present hourly range of \$31.92 - \$41.63 (DOQ). Fringe Benefits.

Location of Job Site: Cass County Highway Department, 8045 County 12 NW Walker, MN 56484  
Hours Weekly: 40

#### **Kind of Work:**

To manage the Surveying Division within the Cass County Highway Department. To formulate and implement County policies relating to public land surveys.

#### **Minimum Qualifications/Experience:**

Requires a Professional Land Surveyor currently licensed to practice by the State of Minnesota. Must possess a valid Driver's License.

#### **To Apply:**

Please submit a Cass County Employment Application to Kelsey Schwartz by mail or e-mail. Application materials can be obtained by visiting [www.co.cass.mn.us](http://www.co.cass.mn.us) and clicking on the "Employment" tab.

**CLOSING DATE: Tuesday, December 29<sup>th</sup>, 2020 at 4:30p.m.**

*Applicants may call or write to request reasonable accommodation to complete the job application or attend an interview.*

Cass County is an Equal Opportunity Employer

**CASS COUNTY, MINNESOTA  
POSITION DESCRIPTION**

Position Title: County Surveyor	FLSA: Exempt, Bargaining Unit Non-Eligible
Department: Highway	Grade: 36
Supervisor: County Engineer	Hourly Range: \$31.92 - \$41.63

**PURPOSE OF POSITION:**

To manage the Surveying Division within the Cass County Highway Department. To formulate and implement County policies relating to public land surveys.

**WORK PERFORMED/JOB FUNCTIONS:**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Administration of a County-wide program to perpetuate and restore the Public Land Survey System in Cass County; this involves providing technical and professional expertise and advice for all aspects of land surveying to the citizens of Cass County, other County Departments, and the Cass County Board of Commissioners as well as development of departmental procedures, manuals, technical standards and guidelines for land surveying activities. Miscellaneous job duties include, but are not limited to, performing supervisory duties and responsibilities in accordance with PERLRA requirements, evaluating employee performance, perform field work, preparation of division budget and representing the County on issues relating to public land survey issues. Requires a thorough knowledge of modern methods and techniques of Public Land Surveying. Must be able to establish an effective working relationship with department personnel, other County officials, and the public. Requires effective communications skills when dealing with the public, subordinates, or superiors. Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to operate Trimble field survey equipment, and AutoCADD software in drafting survey drawings. The ability to communicate with people to convey or exchange professional information.

**MINIMUM TRAINING, EXPERIENCE OR CERTIFICATIONS:**

Requires a Professional Land Surveyor currently licensed to practice by the State of Minnesota. Must possess a valid Driver's License.

**PHYSICAL EFFORT:**

Light to medium physical activities requiring climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, near and far acuity, depth perception, and color vision. The employee must occasionally lift and or move up to 50 pounds. Work in the field will include exposure to weather, proximity to moving, mechanical parts, vibration, exposure to electrical shock, exposure to toxic or caustic chemicals, confined/restricted areas and working in high, exposed places as well as inside work in a shop setting.