



OLMSTED COUNTY
invites applications for the position of:
County Surveyor

An Equal Opportunity Employer

SALARY: Annually \$81,473.60 - \$131,768.00

HOURS OF WORK: Monday-Friday, 8am-5pm

DEPARTMENT: Public Works

UNION: Non-Contract

OPENING DATE: 05/10/22

CLOSING DATE: 05/23/22 11:59 PM

**MINIMUM
QUALIFICATIONS
OF EDUCATION
AND
EXPERIENCE:**

Bachelor's degree from an accredited college or university in land surveying, geographic information systems, engineering or related field and four (4) years of experience in a similar position as listed in the examples of work, with two (2) of those years in a supervisory capacity.

OR

A combination of education and experience equivalent to eight (8) years of experience in a similar position as listed in the examples of work, with two (2) of those years in a supervisory capacity.

REQUIRED SPECIAL QUALIFICATION:

Current Land Surveyor License in the State of Minnesota

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last three (3) years

**NATURE OF
WORK:**

Under general administrative supervision, interprets and administers the activities of the surveying division. Responsible for directing the County's land surveying and mapping activities. Prepares and monitors the division's budget, develops procedures, directs, manages and coordinates the activities, operations and personnel of the surveying division, mapping, boundary law and related activities.

**EXAMPLES OF
WORK:**

- Directs the preparation of County Highway Right of Way maps, researches existing boundary descriptions, and assists the Highway Engineering Division with Right of Way acquisition
- Supervises the filing for record of all Certificates of Survey, subdivision plats, official street maps, and certifies the accuracy of the survey information for legal purposes
- Directs and manages the division's activities; devises procedures, prepares budgets, develops training programs, reviews work and ensures the achievement of the division goals and objectives

- Reviews, evaluates, and certifies the Public Land Survey corner locations through a remonumentating program. Directs the investigation, remonumentation, perpetuation, and establishes field and office procedures to accomplish the remonumenting program
- Meets and consults with other departments of County government, other divisions within the County Public Works and surveyors in private practice
- Recommends and authorizes hiring, transfer, suspension, promotion, discharge, assignments, rewards or discipline of employees, direction of the work and adjustment of other employees' grievances on behalf of the employer
- Develops standards for subdivision platting, condominium platting, mapping, control surveys and related surveying and mapping functions
- Directs and coordinates mapping requirements for the County including aerial and half section mapping, computerized drafting and mapping, base mapping for geographic information systems, and computer graphics
- Performs related duties as assigned

**KNOWLEDGE,
SKILLS AND
ABILITIES
REQUIRED:**

- Knowledge of Geographic Information Systems (GIS)
- Knowledge of Right of Way rules and regulations
- Knowledge of the laws, rules and regulations governing land surveying in the State of Minnesota
- Knowledge of supervisory principles
- Skill in all phases of Land Surveying
- Skill and knowledge of map production including computerized drafting
- Skill in the use of computers and technology
- Ability to establish and maintain effective working relationships with other departments of County, Municipal and State Government offices and public and private practice surveyors
- Ability to direct, coordinate and supervise the work of a staff engage in field and office activities
- Ability to communicate and present to other agencies and community groups

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.olmstedcounty.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

151 4th Street SE
Rochester, MN 55904-3710
507-328-7700

Job #SW 05-23-2022 RP

COUNTY SURVEYOR

RP

Location: 1188 50th Street SE, Rochester, MN 55904,
Minnesota

An Equal Opportunity Employer

County Surveyor Supplemental Questionnaire

- * 1. I understand that I must thoroughly complete the Education, Work Experience, Certificates and Licenses, and Supplemental Questions sections of my application. This includes a detailed description of all work experience that I feel qualifies me for the job I am seeking.

I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score which may make me ineligible for further consideration in this recruitment process.

- * 2. You must meet the minimum qualifications to be considered for the County Surveyor position. Please select the answer that best describes your education and experience.
 - Bachelor's degree from an accredited college or university in land surveying, geographic information systems, engineering or related field and four (4) years of experience in a similar position as listed in the examples of work, with two (2) of those years in a supervisory capacity.
 - A combination of education and experience equivalent to eight (8) years of experience in a similar position as listed in the examples of work, with two (2) of those years in a supervisory capacity.
 - No related education and/or experience as listed above
- * 3. Do you have a current Land Surveyor License in the State of Minnesota?
 - Yes No
- * 4. How many years of experience do you have with preparing, making calculations from or interpreting highway right of way plats?
 - No experience
 - Less than 1 year
 - More than 1 year, but less than 2
 - More than 2 years, but less than 3
 - More than 3 years, but less than 4
 - More than 4 years, but less than 5
 - 5 or more years
- * 5. How many years of experience do you have preparing subdivision plats and/or reviewing subdivision plats prepared by others?
 - No experience
 - Less than 1 year
 - More than 1 year, but less than 2
 - More than 2 years, but less than 3
 - More than 3 years, but less than 4
 - More than 4 years, but less than 5
 - 5 or more years
- * 6. How many years of experience do you have working with the Public Land Survey corner locations?
 - No experience
 - Less than 1 year
 - More than 1 year, but less than 2
 - More than 2 years, but less than 3
 - More than 3 years, but less than 4
 - More than 4 years, but less than 5
 - 5 or more years
- * 7. How many years of experience do you have preparing certificates of survey and/or reviewing certificate of survey prepared by others?
 - No experience
 - Less than 1 year
 - More than 1 year, but less than 2
 - More than 2 years, but less than 3
 - More than 3 years, but less than 4

- More than 4 years, but less than 5
- 5 or more years

* Required Question