



**COCONINO COUNTY**  
invites applications for the position of:  
**Assistant County Surveyor**  
**- Public Works (0322)**

An Equal Opportunity Employer

**SALARY:** Annually: \$55,148.00 - \$60,662.00

**OPENING DATE:** 03/30/22

**CLOSING DATE:** Continuous

**NATURE OF WORK:**

Coconino County promotes a transformational leadership philosophy that elicits employee growth, cultivates inspiration, and creates future leaders by empowering employees to solve internal and external customer needs and exceed customer service expectations. As an award-winning organization with high regard for cultural diversity and the positive contributions of the many thriving cultures within our county, our nation, and our society, Coconino County leads a variety of initiatives that celebrate diversity; from our Annual Diversity Day, and monthly Heritage Lunch & Learns, to book clubs, and professional development academies which target diverse workforce segments. Coconino County's respect for diversity is shared throughout the organization. Be part of this optimistic, innovative team where outstanding customer service creates dynamic solutions and engages leadership at every level.

Under general supervision, assists the County Surveyor in the operation of the Survey Section in the Engineering Division of the of the Public Works Department; performs related work as assigned.

**TYPICAL DUTIES:**

(Illustrative Only)

- Performs surveys for County operations including but not limited to construction projects, flood control, property transfers, boundary and right-of-way location, G.I.S. support and establishment of survey control county wide
- Supervises Public Works employees engaged in survey activities
- Analyzes survey data and prepare the data for use with engineering/survey software
- Maintains and properly store survey equipment
- Makes recommendations regarding replacement of equipment
- Assists with determination and staking of rights-of-way and easement lines
- Updates PLSS sectional coordinate and vertical data using Global Positioning System (GPS) or other approved methods
- Creates property descriptions for transfer of ownership to or from the County
- Assists the County Surveyor with design and construction activities
- Provides assistance to surveyors, engineers, other agencies, county departments and the general public with regard to surveying issues
- Develops and implements policies and practices
- Acts as County Surveyor in that person's absence

Essential functions of this position include but not limited to driving; sitting; working with and around others; working alone; interruptions; repetitive motion (hand/wrist); vision acuity near for computer work; hearing and speech for ordinary conversation; finger dexterity/touch for computer work.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in civil engineering, surveying, or a related field, and four years of experience in surveying, with a minimum of two years supervising survey crews; OR an equivalent combination of experience and education.

### **ADDITIONAL REQUIREMENTS:**

**Must possess a current State of Arizona Certification as a Registered Land Surveyor.**

Must obtain an Arizona driver's license by date of hire and maintain it throughout employment. Final job offer will be contingent upon a satisfactory 5-year Arizona Motor Vehicle Report.

**The ideal candidate** will have a knowledge and understanding of the principles, procedures, techniques, and equipment used for land surveying. They will be skilled in using survey equipment and associated computer programs. They will be able to read and interpret engineering drawings, maps, deeds, and legal descriptions. The ideal candidate must be able to communicate tactfully and effectively with members of the public, contractors, consultants, colleagues, and county leadership. They will understand and apply county standards, regulations, and state statutes in reviewing the work of other professionals.

**Preferred Qualifications:** Proficient with various modern survey instruments such as GPS and robotic total stations; CAD and other survey related software to process data. Able to interpret, write and review land descriptions; research and interpret deeds and land survey records; independently perform field work for topographic; right of way and boundary surveys; and survey control.

This position is safety sensitive.

This position is non-exempt from overtime.

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

Considerable knowledge of:

- Theory and practice of surveying in Arizona
- Survey techniques used in making cross-sections, profile, location, topographic, and construction layout surveys
- Local surveying principals, rules, and regulations governing land surveying as defined in the Arizona Revised Statutes
- Modern field surveying methods and techniques
- Plan interpretation
- Civil engineering and survey terminology
- Geometry, algebra and trigonometry
- Computer programs related to surveying and engineering design
- Principles and practices of positive supervision

• Skill in:

- The use of (GPS) equipment, complex optical equipment, electronic instruments, and various instruments used in modern surveying and engineering
- Standard details and specifications



- Principals and techniques of civil engineering and surveying
  - Supervision of support staff
  - Computer applications including AutoCAD, civil engineering design software, spreadsheet, and word processing software
- Ability to:
    - Analyze and interpret data
    - Work safely and support the culture of workplace safety
    - Establish and maintain effective working relationships with employees, other agencies and the public
    - Follow written and verbal instructions
    - Communicate effectively verbally and in writing
- Coconino County is an Equal Opportunity Employer.**  
**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.coconino.az.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

219 E. Cherry Ave.

Flagstaff, AZ 86001

Tel: 928-679-7100

Fax: 928-773-1948

[recruiter@coconino.az.gov](mailto:recruiter@coconino.az.gov)

Job #0803383

ASSISTANT COUNTY SURVEYOR - PUBLIC WORKS (0322)

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### Assistant County Surveyor - Public Works (0322) Supplemental Questionnaire

- \* 1. Are you a registered land surveyor in the state of Arizona or do you have the ability to get registered within the next 6 months?

☐ Yes ☐ No

- \* 2. What survey equipment and software are you proficient in using?

\* Required Question