



Chief of Surveys

Please take a look at what you can expect to earn as a **Chief of Surveys** during your first year as a full time Employee with Washington County Government:

- ✓ **Six (6) Paid Personal Days**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual Salary between \$78,707 - \$ 93,558 starting..**

If our **Chief of Surveys**, comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Chief of Surveys	GRADE:	15
DEPARTMENT:	Engineering	FLSA STATUS:	Exempt
REPORTS TO:	Director of Engineering		

GENERAL DEFINITION OF WORK:

Performs responsible professional work as a licensed surveyor preparing and reviewing surveying technical data, topographic base drawings, and right-of-way plats for capital improvement projects. Direction is provided by the Director of Engineering.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Directs and supervises the daily activities of a two-person field crew in the performance of survey fieldwork for geodetic control surveys, boundary surveys, topographic mapping and construction surveys. Conducts performance evaluations of field crew.
2. Performs or directs stakeout for the construction of roads, structures, and utilities; prepares cut and reference sheets.
3. Implements, teaches, and supervises the use of new survey equipment and field software.
4. Contributes base survey information for engineering design projects. Creates contour and topographic drawings in AutoCAD (computer aided design). Checks and reviews engineering drawings for completeness and accuracy of survey related data.
5. Contributes property information and previous stakeout to aid the Real Property Administrator in the acquisition of property and right-of-way issues.
6. Compiles survey information from various sources and performs survey computations and calculations. Researches land records and other sources of property information. Resolves and establishes the location of right-of way and property lines. Prepares right-of-way plats and writes metes and bounds legal descriptions for deeds and easement documents. Prepares subdivision plats and easement exhibits and works with permitting / plan review personnel to obtain required official approvals. Maintains records of fieldwork and related project data.
7. Contacts private and public property owners to obtain permission to perform surveys on their lands.
8. Compiles, updates, and distributes horizontal and vertical values and supporting information gathered for County horizontal and vertical control monuments and benchmarks. Coordinates with GIS personnel.
9. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern principles and practices of land surveying; general knowledge of civil engineering; skill in the use of various surveying tools and instruments, including GPS and total station; knowledge of and ability to use AutoCAD; ability to accurately and thoroughly research land records; ability to prepare technical reports;



ability manage projects independently; experience with supervising surveying personnel; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with contractors, associates, officials, and the general public. Microsoft Office software experience desirable.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university; minimum of five (5) years of experience in land surveying; minimum of three (3) years of experience in a supervisory role in land surveying.

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

PHYSICAL REQUIREMENTS:

This position requires moderate physical work involving the occasional lifting and carrying of light to medium weight tools and materials and the occasional lifting and carrying heavy weight (over 60 pounds) materials and instruments. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to the inside and outside environment conditions, extreme cold, extreme heat, noise, and atmospheric conditions. The use of cutting tool such as brush axes and chain saws for the clearing of survey lines may be required. Work is occasionally performed under dangerous conditions such as working along roads and water bodies, amongst highway traffic and heavy construction equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license. Registration as a Professional Land Surveyor or Property Line Surveyor in the State of Maryland.

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

Revised: 03/20/23



Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Open Until Filled