

Position Description  
County of Vanderburgh, Indiana

Position: Assistant to the County Surveyor

Department: Surveyor

Job Category: Unclassified

Status:

Salary: \$48,310

Date Written: June 1990

Date Revised: July 1993

Incumbent serves as an Assistant to County Surveyor of Vanderburgh County, responsible for supervising subordinate personnel, assisting the public and other departments in solving drainage and boundary problems, and other departments, other public private surveyors with computerized mapping.

**Duties:**

Delegates responsibility to employees according to instructions from the County Surveyor and/or Chief Deputy Surveyor.

Maintains and is responsible for proper maintenance of records and files, including legal surveys, plat records, section corner perpetuations, and regulated drain records.

Works with Assistant City Engineer to perpetuate section corners that will be disturbed during city construction projects. Determines costs of materials and installation of above mentioned corners in order to appropriate the funding from the perpetuation account.

Systems operator for the County Surveyor's Office, including but not limited to: overseeing, maintaining, trouble-shooting, and regularly reviewing all computer operations within the office; training and assisting office staff on hardware and software; reviewing and recommending hardware/software to the County Surveyor; keeping software current by processing paperwork and price checking purchases and maintenance contracts; installing and correctly configuring software upgrades; keeping the computers secure and password protected; and staying current on all software upgrades and changes used in the office.

Maintains attendance records in Excel spreadsheet that tracks time worked, leave time used, and leave time available for up to the minute reports for office staff.

Assists other public and private surveyors, engineers, agencies, associates, and individuals with solving drainage, boundary, and mapping problems.

Acts as the Surveyor's representative in the absence of either or both the County Surveyor and Chief Deputy.

Makes field inspections for legal drainage problems or statue violations as requested by public or private concerns.

Assist Chief Deputy in research and development of contract documents, standards, specifications, AutoCAD maps and drawings.

Performs related duties as assigned.

**I. Job Requirements**

Specialized knowledge and experience with all aspects of land surveying, civil engineering, records management, mathematical theories, computer software and hardware, typically through on-the-job training, additional schooling, and/or baccalaureate degree in civil engineering and/or public administration.

Ability to keep current on all software utilized the office, diagnose and correct problems with the computer systems, assist and train co-workers with the current versions of AutoCAD, Windows, Microsoft Office suite, ArcGIS Pro, ArcGIS Online, and ArcMap Desktop.

Extensive knowledge of computers, operating systems, printers, plotters, and peripherals.

Extensive knowledge and training in AutoCAD in order to discuss such with other offices, other county surveyors, and private surveyors.

Ability to effectively communicate with other engineers, surveyors, government agencies, and the general public in a courteous and tactful manner.

Ability to utilize AutoCAD files to create other maps, i.e. Pigeon Creek, Indiana-Kentucky, etc.

Ability to use standard office equipment, including large document plotter and scanner.

Ability to follow all personnel policies and rules of the organization.

Ability to operate required equipment, including ability to legally operate a motor vehicle.

## **II. Difficulty of Work**

Incumbent performs tasks which are moderately complex according to both general and specialized instructions from the County Surveyor or Chief Deputy which are not always clear and often require the use of independent judgement in selection or interpretation of the appropriate course of action particularly when dealing with the public and delegation to the employees. Incumbent performs all computer and related equipment maintenance, trouble-shooting, software installation, on own scheduling and as-needed basis.

## **III. Responsibilities**

Incumbent's responsibilities are guided by policies which are discussed with the Surveyor or Chief Deputy as needed. Major projects are reviewed for overall impact on department. Incumbent is wholly responsible for the well-being of all computer hardware and software within the office.

## **IV. Personal Work Relationships**

Incumbent deals with a variety of individuals including the County Surveyor, co-workers, employees of other departments, County officials, engineers, surveyors, and members of the general public for the purpose of explaining and answering questions on drainage regulations, procedures, AutoCAD mapping, and rendering services.

## **V. Physical Effort and Work Environment**

Incumbent performs duties in a standard office environment and in the field in varying weather conditions. Must be able to walk moderately long distances over varying terrain. Incumbent may be required to operate and/or carry survey equipment in the field and is required to drive to survey or drainage inspection sites.