



# Missoula

## C O U N T Y

**MISSOULA COUNTY**  
invites applications  
for the position of:

### **Examining Land Surveyor**

---

<b>SALARY:</b>	\$28.77 - \$36.27 Hourly, DOQ
<b>DEPARTMENT:</b>	Public Works - Roads
<b>DIVISION:</b>	Surveyors Office
<b>OPENING DATE:</b>	10/05/21
<b>CLOSING DATE:</b>	10/19/21 05:00 PM
<b>BARGAINING UNIT:</b>	Non-Union Personnel Plan
<b>WORK SITE:</b>	Missoula County Administration Building
<b>SCHEDULING/HOURS OF WORK:</b>	Full Time

**TO APPLY:**

- Please complete all sections of the online application, even if a resume is requested/submitted.
- Please include with your completed application the following attachments: College Transcripts (unofficial accepted), and a Letter of Interest.
- Incomplete applications will be disqualified.

- **Complete job description available upon request to the Department of Human Resources.**

**DEFINITION:** Performs professional level survey work and manages the subdivision and certificate of survey review process. Serves as part of the management team for the Public Works Department.

**REPRESENTATIVE EXAMPLES OF WORK:** Assists with strategic planning and budgeting for the Public Works department. Performs duties designated by state law to the office of County Surveyor, (MCA 7-4-2811), to conduct and manage county survey review activities. Serves as an expert in a professional field and provides technical direction as a professional land surveyor. Provides oversight, problem solving and assists in making surveys. Performs courtesy, preliminary, and final review of certificates of survey and subdivision plats. Ensures certificates of survey and subdivision plats are in conformance with city, state and county laws, rules, and regulations. Tracks and documents review work in database and invoices for services. Performs analysis of data collected in field surveys; drafts survey drawings to graphically represent the information calculated using digital drafting/drawing methods; record and files survey exhibits as needed. Answers inquiries by providing information and professional advice on technical land surveying issues and county policies to the public, attorneys, contractors, developers, real estate agents, appraisers, and other professional surveyors. Develops and updates survey databases to catalog historical survey and county record information. Updates computerized and paper records with new right of way information to maintain current information on public roads. May generate resolutions of acceptance for new roads, deeds and easements of transfer, and abandonment, alteration, or creation of right-of-way. Conducts research for county projects or to respond to public inquiries such as: property title, property rights, public records, policies, laws and regulations Prepares special reports and exhibits for local, state and federal agencies. Provides support on land surveying matters to all county departments; reviews legal descriptions for the County Attorney's office and routinely answers questions for CAPS, PW Engineering, Health, Sheriff department employees. Supervises certain staff of the survey division, including hiring, training, scheduling, and performance management. Functions as Land Survey Manager in that person's absence.

**MINIMUM QUALIFICATIONS:** Requires two years of college level or technical education in survey, engineering, or a closely related field. Requires five years of progressively responsible experience in the field of surveying. **SPECIAL REQUIREMENTS:** Requires a current State of Montana Land Survey license. Requires a valid Montana Driver's license.

**PHYSICAL/ENVIRONMENTAL DEMANDS:** Requires long periods of time at a computer workstation. Requires occasional physical exertion such as walking over rough, uneven terrain. Requires occasional heavy lifting (up to 80 pounds). May require exposure to extreme outdoor conditions and occasional exposure to traffic hazards. Requires driving a county vehicle to remote work sites.

---

**APPLICATIONS MAY BE FILED ONLINE AT:**  
<https://www.governmentjobs.com/careers/missoulacounty/>

Position #2020-00313  
EXAMINING LAND SURVEYOR

406-258-4874

[gbrown@missoulacounty.us](mailto:gbrown@missoulacounty.us)

---