



Douglas E. Cade, PE, PS
County Engineer
1900 Lima Avenue
Findlay, Ohio 45840
419-422-7433

Job Opening: Full-time Surveyor/Survey Tech

The Hancock County Engineer's Office is seeking a full-time Surveyor/Survey Technician. The position will perform a combination of specialized drafting work in the office and survey-related work outdoors. Drafting duties include the preparation and revision of tax maps, and for the maintenance of tax and assessment records in the Auditor's office. The surveyor/survey technician will review property descriptions and boundary surveys for accuracy and for approval before transfer. Approve minor lot splits. Assist the general public in identifying the proper tax map; interpreting descriptions, finding property ownership and other related information, as well as distributing copies of tax maps and other related maps and information as needed. Survey-related duties include work to reset monuments, review subdivision plats, and conduct or assist with surveys for easements. Work in a team-oriented environment. Serve as a liaison and organization representative for project related information. Perform other related work as required.

Applications can be accessed at: <https://www.co.hancock.oh.us/159/Engineer>

To apply, please email completed application, along with resume/references to:

KREilerman@co.hancock.oh.us

or mail to:

Hancock County Engineer's Office

1900 Lima Avenue

Findlay, OH 45840

.

Job Title: Surveyor/Survey Technician

Civil Service Status: Classified
Schedule (FT/PT): Full-Time
Reports to: Deputy County Engineer

Job Summary

Under general supervision of the Deputy and/or County Engineer, the Surveyor/Survey Technician is responsible to perform a combination of specialized drafting work in the office and survey-related work outdoors. Drafting duties include the preparation and revision of tax maps, and for the maintenance of tax and assessment records in the Auditor's office. The surveyor/survey technician will review property descriptions and boundary surveys for accuracy and for approval before transfer. Approve minor lot splits. Assist the general public in identifying the proper tax map; interpreting descriptions, finding property ownership and other related information, as well as distributing copies of tax maps and other related maps and information as needed. Survey-related duties include work to reset monuments, review subdivision plats, and conduct or assist with surveys for easements. Work in a team-oriented environment. Serve as a liaison and organization representative for project related information. Perform other related work as required.

Essential Functions

Normal duties include, but are not limited to, the following:

- Draw and revise tax assessment maps from detailed sketches, drawings, maps, diagrams and deed descriptions.
- Perform lettering of various types and styles as required in titles, legends, street names, plot dimensions on new and revised maps.
- Apply proficient knowledge of real estate and knowledge of the use of maps in assessment work. Read and interpret deed descriptions in terms of tax maps and apply knowledge/skills to change assessment records accordingly.
- Answer requests for information concerning tax assessment maps, subdivisions and surveys.
- Research legal and property records to determine rights of ownership to parcels of land, updated changes of property ownership and descriptions and size of parcels of property, keep technical records, make operational reports, and determine any assessments to property owners.
- Maintain a county mapping parcel numbering system, including aerial photography, boundary maps, and other property and owner information to be used for the property tax function as well as other governmental office uses and for the public.
- Maintain contact, and interact with organization employees, county agencies, utility companies, contractors and the public to handle daily inquiries, and provide written responses to inquiries, in a prompt and friendly manner.
- Use computer systems and specialty software for data entry, record storage, retrieval and information searches.
- Complete training as needed.
- Assist with easement, section retracement and right of way surveys.
- Independently perform or assist with legal surveys and preparation of maps for land easements; and, take precise measurements of land surfaces to create maps and surveys that are used to design bridges, roads, and other infrastructure. Conduct or assist with field surveys, data collection and analysis.

- Effectively communicate both verbally and in writing. Discuss with supervisor such matters as new projects, problems in work or with subordinates and other work-related matters to bring supervisor up-to-date on organization activities.
- Maintain regular, predictable, and punctual attendance.
- Establish and maintain cooperative, effective, and productive working relationships with coworkers, supervisors, and members of the public. Demonstrate tact, patience, courtesy, good judgment, and common sense.
- Effectively plan and organize work and complete tasks within prescribed timeframes.
- May perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the workload.

Minimum Qualifications

- Bachelor's degree in survey-related field of study is preferred. Two or four-year degree in a related field of study such as civil engineering or construction management is acceptable.
- High school or equivalent diploma and three (3) years of experience in drafting or survey work.
- Proficient in the use of drafting and map making software such as AutoCAD, MicroStation or GIS. Proficient in Microsoft Office suite or similar software.
- Able to make and independently complete mathematical calculations.
- Familiarity with industry documentation practices; keep up-to-date on current regulations in respect to land matters.
- Authorized to work in the U.S. for any employer, on a full-time indefinite basis without the need for employment visa sponsorship now or in the future.
- Able to reliably commute to Findlay, OH work location.

Physical Requirements

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Prolonged periods of working at a desk; subjected to normal office noise and interruptions.
- Fine dexterity to operate keyboards, smart phones, small controls.
- Able to use survey-related equipment, drafting tools and typical office equipment (including distinguishing graphics and visual patterns used in computer software). Vision adequate to complete computer work, map making and lettering is required.
- Hearing adequate to hear approaching vehicles, audible direction at a distance, over the radio/cell phone, and in person conversations is required. Vision and depth perception adequate to safely drive, complete computer work, and read manuals and plans are required.
- Frequently stand, walk, bend, stoop, kneel and crouch.
- Occasionally lift and/or move weights up to 40 pounds.
- Available to work after hours; and, able to drive and/or provide own transportation to various work site locations within Hancock County and surrounding counties, with occasional outside work.

Able to perform work in all environmental conditions (including sustained exposure to dust, inclement weather and various outside temperature changes); and access and navigate job sites, including work on roadways alongside active traffic.

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This document does not create or constitute a contract of employment. The Engineer's Office reserves the right to add, modify, alter, amend, or remove any portion of this position description at any time. All printed position descriptions are uncontrolled and must conform to the latest approved revision.