

SNOHOMISH COUNTY JOB DESCRIPTION

SURVEY PROJECT LEAD

Spec No. 3405

BASIC FUNCTION

Perform as lead technical member of an assigned planning/development review team, function independently and perform professional surveying, construction inspection and related engineering assignments, applying surveying principals and law.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads a land development application review team for residential and commercial projects to ensure that they comply with county regulations and design standards; performs site inspections and reviews technical requirements of project; recommends the approval or denial of projects and prepares supporting documentation for hearings or meetings.
2. Collaborates with county staff, developers, consultants, engineers, title companies, community members and outside agencies to provide information and identify solutions regarding county surveying requirements for land development.
3. Acts a liaison between Planning and Development Services, Department of Public Works, County Auditor's Office, Assessor's Office, external licensed surveyors, and the development community including contractors, property owners, and developers; acts as a technical project lead in a specialized area of surveying.
4. Reviews work submitted by external licensed surveyors to assure survey compliance with state and local law.
5. Reviews final plats, short plats, plat alterations, and binding site plans for compliance with county regulations as well as with applicable state and federal laws; reviews title reports, legal descriptions, deeds and easements.
6. Identifies inconsistencies between construction drawings, constructed infrastructure and final plat maps; identifies alternatives, and makes corrective decisions regarding resolution.
7. Researches, analyzes and resolves surveying issues on construction and private land development projects.
8. Prepares and reviews technical reports related to surveying assignments.
9. Leads, organizes, coordinates, and conducts meetings to resolve survey issues.
10. Serves as office surveyor responsible for project administration, including review of specifications and document review.

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STATEMENT OF ESSENTIAL DUTIES (Continued)

11. Researches survey records to support survey resolution in the performance of horizontal and vertical control, construction, right-of-way, as-built, Public Land Survey System (PLSS), and other surveys, in support of subdivision and binding site plan review, boundary line adjustments, as-built drawings, lot status, easements, legal descriptions, and title review.
12. Conducts field inspections of proposed land use actions for their compliance with the associated final survey map, engineering plans, hearing examiner requirements and state and local statutes.

STATEMENT OF OTHER JOB DUTIES

13. Attends professional seminars, training, and meetings as required.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor of Science degree in surveying, planning, natural resources or related field; AND four (4) years of professional construction, surveying or planning experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A Washington State Professional Land Surveyor's license or ability to obtain such license within one year of employment.

A valid Washington State Driver's License.

KNOWLEDGE AND ABILITIES

Knowledge of:

- surveying mathematics applied to area of specialization
- surveying principles and practices and the technology and equipment applicable to the area of specialization
- current codes, trends, and developments in the field of surveying
- word processing, electronic scheduling, spreadsheets, databases, GIS, computer-aided mapping and coordinate geometry
- principles of project management, organization and administration
- laws and regulations applicable to the area of assignment

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- direct and inspect the work of staff, consultants, and contractors on surveying studies and projects
- prepare and manage project activities, including monitoring budgets, work schedules, grant requirements and progress reviews
- reviews and coordinates the work of other staff members
- prepare or oversee the preparation of surveying records and plans
- communicate effectively both orally and in writing
- utilize computer-aided surveying software

SUPERVISION

Employees report to and receive direction from a PDS supervisor. A high degree of independent judgment and action is exercised in planning projects and programs and resolving administrative and technical problems within the framework of established codes, policies, budgetary limits and sound surveying practices.

WORKING CONDITIONS

The work is performed in an office environment with frequent field trips to locations throughout the county to make site visits, attend meetings, or coordinate work activities. Meetings or project requirements may involve working evenings, weekends or holidays as necessary. Physical hazards may occur from traffic or from construction equipment in the field.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 2016
EEO Category: 2 - Professionals
Pay Grade: 244 – Classified Pay Plan
Workers Comp: 1501 Hazardous