

# **ERIE COUNTY**

## **JOB POSTING # 2025-021**

**POSITION:** FT Surveyor 2

**DEPARTMENT:** County Engineer Highway Department

**SALARY:** \$30.00 - \$35.00/hour

**POSTING DATE:** 8:00 a.m., March 10, 2024

**CLOSING DATE:** Until Filled

### **MINIMUM REQUIREMENTS**

High School Diploma with at least 5 years of practical experience in the field of land surveying under the supervision of a professional surveyor. Ability to work outdoors varying weather conditions. Ability to bend, stoop, kneel, walk/work on rough or sloping terrain. Ability to work in or near active construction zones and highway traffic. Ability to use hand tools (shovels, spud bars, hammers, etc.) to locate existing survey monumentation. Familiar with public works construction operations and project types. Familiar with desktop PC's running Windows and working with PC computer software. Familiar with Ohio laws and administrative rules related to surveying.

Pre-employment testing required (drug and alcohol screening).

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, [www.eriecounty.oh.gov](http://www.eriecounty.oh.gov), where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department. EOE/AA/ADA

Approved for Content

Approved for Posting

*Matthew S. [Signature] 03/10/25*

*[Signature] 3:25*

**2025-021**

## **ERIE COUNTY JOB OPENING ANNOUNCEMENT**

**Where Applications Taken:**

Erie County Human Resources Office  
Erie County Services Center  
Second Floor, Room 207  
2900 Columbus Avenue  
Sandusky, Ohio 44870

Office Hours:  
8:00 a.m. till 4:30 p.m.  
Monday through Friday

**Where Postings Sent:**

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
Firelands Campus	B.V.R.
Ohio Business College	C.A.C.
NAACP	
Health Department	Terra Tech
Newspaper	Your Job Store
SHS Vocational Ed.	
All County Bulletin Boards	

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### **ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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<b>OFFICE:</b>	<b>County Engineer</b>	<b>POSITION:</b>	<b>FT Surveyor 2</b>
<b>POSTING DATE:</b>	8:00 a.m., Monday March 10, 2024	<b>LOCATION:</b>	2700 Columbus Avenue Sandusky, Ohio 44870
<b>CLOSING DATE:</b>	Until Filled	<b>WORKING HOURS:</b>	Mon.–Fri. 7:30am–4:30pm
<b>EFFECTIVE DATE:</b>	ASAP	<b>SALARY:</b>	\$30.00 – \$35.00/hour

**Job Description:**

The Surveyor 2 position is responsible for performance of surveying, mapping, and other related survey duties to support the operation and function of the county engineer's office.

**Supervision:**

Overall direction of this position will be set by the County Engineer.

**Essential Functions:**

- Ability to examine, analyze, and interpret legal descriptions for compliance with county requirements
- Perform survey and research activities through involving local and state offices, court records, and private property owners
- Ability to operate and/or utilize office and field equipment and software associated with survey work including but not limited to survey-grade GPS equipment, total stations, levels, etc.
- Assist in development of GIS databases of county survey data, infrastructure data, and other data sets as directed by the county engineer
- Communicates effectively and positively with public officials and the general public in addressing inquiries, complaints, and requests tax map, survey and real property related issues
- Collection of survey data and measurements for planning and design of construction projects
- Coordinate with roadway maintenance crew to maintain roadway monuments
- Ability to maintain appropriate files and books of survey data, field data, and records

Essential Functions (Con't):

- Knowledge of care and maintenance of survey equipment
- Assist with the maintenance and periodical updating of archive system for record plans and surveys
- Other duties as may be assigned

Minimum Qualifications:

- High School Diploma with at least 5 years of practical experience in the field of land surveying under the supervision of a professional surveyor
- Ability to work outdoors varying weather conditions
- Ability to bend, stoop, kneel, walk/work on rough or sloping terrain
- Ability to work in or near active construction zones and highway traffic
- Ability to use hand tools (shovels, spud bars, hammers, etc.) to locate existing survey monumentation
- Familiar with public works construction operations and project types
- Familiar with desktop PC's running Windows and working with PC computer software
- Familiar with Ohio laws and administrative rules related to surveying
- Ability to read, interpret, and analyze deeds, maps, surveys, plats, plans, historic documents, etc.
- Ability to read and comprehend construction design drawings
- Must be self-motivated, able to work independently with minimal supervision
- Must possess a valid, Ohio driver's license
- Physically able to lift 50 pounds

Preferred Qualifications:

- Advanced training or associate degree in land surveying
- Ability to use CAD software for drafting of plans and surveys
- Familiar with ODOT standards for design and construction
- Possess a Surveyor Intern (SI) or Ohio Professional Surveyor certification

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**