



BINGHAM COUNTY

Is Recruiting for the Position of SURVEYOR/GIS TECHNICIAN

August 14th 2025

Salary: Starts at \$27.48/ hour – DOQ/DOE

Full time - County Benefits Included:

Including 13 Paid Holidays/6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)

Closing Date: Open Until Filled

Pay Grade: N27

FLSA Designation: Non-Exempt

Purpose of Class/Primary Function

The principal function of an employee in this class is to direct the operations of the County surveying operations. Some geographical information systems (GIS Mapping) experience is preferred. This work is performed under the supervision of the County Assessor. Considerable latitude is granted for the exercise of independent judgment and initiative. Work performed primarily assists the County Assessor's, GIS, Planning and Development, and Public Works Departments, however, may also work to assist other County departments. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

Essential Duties and Tasks (will vary by assignment)

- The principal duties of this class are performed in a general office environment and field environment.
- Implements and assists in determining department policies and procedures, long-term and short term plans, objectives, and operational guidelines;
- Supervises inspections, construction, and surveys of roads, bridges, landfills, and related county projects;
- Reviews new subdivision plats for compliance with County ordinances and State statutes;
- Supervises drafting of County Public Works projects;
- Assists in the collecting, monitoring, analyzing, and disseminating of data on location of roads, bridges, trails, addressing, section and property lines, and related geographical points; or any other GIS data that is in place or any future GIS projects;
- Assists with the County mapping program, including updating and maintaining assigned GIS layer data, related maps and documents;
- Prepare and maintain sketches, maps, reports, legal descriptions, and surveys (as necessary) in order to describe, certify, and assume liability for work performed;
- Write descriptions of property boundary surveys for use in deeds, leases, or other legal documents;
- Participates in preparing the County budget in areas related to this positions scope of knowledge;
- Provides assistance on regulatory and environmental compliance issues;
- Provides technical assistance on engineering, design, construction, and change order issues;

- Implements operational and administrative policies and procedures and recommends new and amended ordinances to resolve operational issues;
- Prepares information, reports, and statistics on department operations to determine needs and assess progress in fulfilling department objectives;
- Performs all work duties and activities in accordance with County, Federal, State, and other applicable policies, procedures, and safety practices;

Other Duties and Responsibilities

- Performs other related duties as assigned or required.

Competency Requirements

Knowledge of:

- Working knowledge of the fundamentals of surveying regulated by the State of Idaho;
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites;
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features;
- Calculate heights, depths, relative positions, property lines, and other characteristics of terrain;
- Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys;
- Establish fixed points for use in making maps, using geodetic and engineering instruments;
- Determine longitudes and latitudes of important features and boundaries in survey areas, using theodolites, transits, levels, and satellite-based global positioning systems (GPS);
- Working knowledge of AutoCad and drafting skills;
- Have an understanding of mathematical and computer skills;
- Working knowledge of road design/construction/bridge;
- Methods, standard practices, and objectives of project management;
- Methods, procedures, equipment, standard practices, and objectives of GIS and mapping;
- A basic knowledge of ESRI based GIS mapping software and equipment ArcPro and Webmaps;
- Regulations and County policies regarding safety and safe work practices.

Ability to:

- Follow written and oral instructions;
- Read, interpret, and prepare blueprints, diagrams, drawings, specifications, and technical, regulatory, and operational documents;
- Ability to read, write and plot legal descriptions in AutoCAD;
- Implement directives from the County Commission;
- Developing specific goals and plans to prioritize, organize, and accomplish your work;
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person;
- Prepare and interpret GIS maps;
- Operate a motor vehicle;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Operate specialized GIS, surveying, mapping equipment and related software that is appropriate to assigned duties;
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;
- Establish and maintain effective working relationships with other County employees, staff, supervisory personnel, state and local elected and appointed officials, and the public;
- Communicate effectively both orally and in writing;
- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;
- Consider the relative costs and benefits of potential actions to choose the most appropriate one;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set case priorities;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Observing, receiving, and otherwise obtaining information from all relevant sources.

Acceptable Experience and Training

- Requires a bachelor's degree in Geomatics/Land Surveying;
- Some GIS background is preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work is acceptable.

Special Qualifications

- Idaho Driver's license is required.
- Licensed Surveyor in the State of Idaho.

Essential Physical Abilities

- Sufficient clarity of speech and hearing which permits the employee to discern verbal instructions and communicate effectively with the public and other employees by telephone and two-way radio;
- Sufficient visual acuity which permits the employee to comprehend written work instructions, prepare, review, and interpret a variety of written documents, maps, diagrams, plans, and specifications;
- Sufficient manual dexterity which permits the employee to operate a computer, office, and specialized surveying and mapping equipment and operate a motor vehicle;
- Sufficient personal mobility, strength, flexibility, and physical reflexes which permits the employee to sit and stand for long periods of time; and work in an office and field environment;
- Jobs in this class require lifting or moving up to 25 pounds frequently and up to 50 pounds occasionally. The employee is regularly required to stand; sit; and walk over rough or uneven terrain while performing inspections. The employee is frequently required to use hands to operate manual and powered tools and office equipment; to handle or feel; to reach with hands and arms; and to climb or balance;

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.binghamid.gov, then click on Human Resources and that will take you to our web page and on the left side you will see "Employee Benefits", if you click on this you will see our Benefits page.

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.

Items that must be attached to the Application

A copy of your degree or transcripts
A copy of your valid driver's license
Resume

If your application is not complete or doesn't have the required documentation, you will not be considered for this opening.