



LAKE COUNTY GOVERNMENT CENTER

2293 NORTH MAIN STREET

CROWN POINT, IN 46307

**(Internal / External)**

**Department: Lake County Surveyor**  
**2293 North Main Street**  
**Crown Point, IN 46307**

**Position: SURVEYING FIELD CREW MEMBER**

Classification: (Part Time/seasonal)

FLSA: (Non-Exempt)

Direct Reports: 0

Reports to: SURVEYING DEPARTMENT CREW CHIEF OR SUPERVISOR

Requirements: **(High School Diploma or its equivalent)**

---

**Purpose of Position/ Summary:**

Location: Lake County Government Center

Purpose or Function: This position is support to the Crew Chief and Surveying Department Supervisor in the gathering of information in the field as well as locating information in the files in the office.

## **Essential Duties/Responsibilities:**

What the job duties or responsibilities are:

- Able to use a shovel, pick, chisel, hammer and other hand tools.
- Able to walk a half mile at a time in the field.
- Able to read a map and distinguish locations from landmarks.
- Able to drive a truck on pavement as well as on non-paved surfaces.
- Able to perform high school math calculations.
- Able to take notes and narrate for clarity.
- Able to draw simple sketches to explain dimensional relationships.
- Training provided if not fluent in reading legal descriptions; and how to locate areas within the county.
- Knowledge of AutoCAD is a plus
- Properly care for equipment and supplies.
- Notify supervisor of broken equipment or if anything is in need of repair.

### **OTHER DUTIES:**

Perform all other duties as required.

### **PHYSICAL REQUIREMENTS OF THE POSITION:**

Must be physically capable of performing duties including lifting up to 50 lbs. Position requires full use of arms, hands, and legs. Be able to bend, walk, and reach overhead.

### **RESPONSIBILITY FOR SAFEGUARDING ASSETS:**

Training provided on the use of surveying equipment if needed; and how to care for its maintenance.

### **RESPONSIBILITY FOR RESULTS:**

Work should be done on a consistent basis and to the satisfaction of supervisor and/or management.

### **KNOWLEDGE/SKILLS:**

High School Diploma (its equivalent or other).

### **SPECIFIC SKILLS INCLUDE:**

Work cohesively with peers, supervisors, staff, and the public.

**All Resumes and Applications must be sent to the Human Resources Department of Lake County**

**Attn: Human Resources  
2293 North Main Street  
Crown Point, IN 46307**

**\*Applications are located on the 3rd floor of the Government Center in the Human Resources\***