JOB OPENING

NOBLE COUNTY SURVEYORS OFFICE

This is a full-time position with benefits. Work week would be Monday – Friday 8:00AM – 4:00 PM.

DUTIES

- Inspect Open and Tile Drains for future maintenance and reconstruction
- Respond to landowner inquires and complaints along with documenting issues, recommending solutions and reporting to Surveyor
- Design engineering plans and maintain maps using CAD, GIS and GPS
- Producing blueprints, plans and aerial photographs
- Locate section corners, assist in maintain section corner records
- Operate various hand and power tools
- Operate various equipment including, but not limited to, surveying equipment, such as total stations, levels and GPS receivers.
- Working knowledge of record research and archiving

JOB REQUIREMENTS

- Associates degree in surveying and/or engineering with previous experience in related field. Baccalaureate degree preferred in surveying and/or engineering
- Working knowledge of geometry and physics, and the ability to perform arithmetic calculations
- A very good working knowledge of surveying equipment
- The ability to use computer applications and computer aided drafting (CAD) software
- Knowledge of safety precautions, procedures and practices while operating equipment
- The ability to read and understand engineering plans, maps and deeds
- The ability to prepare detailed reports
- The ability to communicate orally and in writing with co-workers and the public
- The ability to work alone with minimal supervision
- The ability to multi-task

- Possession of a valid Indiana drivers' license and demonstrate a safe driving record
- The ability to occasionally work extended hours

Interested individuals should apply with application that can be found on the Noble County website under Public Notices and then go to job openings and download the application. Applications may be sent to the Noble County Surveyor at 2090 South State Road 9, Suite B; Albion, Indiana 46701 or e-mailed to randy.sexton@nobleco.us by 4:00 PM on Friday, December 19, 2025.