



WORKING TITLE: ENGINEERING TECHNICIAN III	CLASSIFICATION: ENGINEERING TECHNICIAN III
DEPARTMENT: PLANNING	DIVISION: SURVEY
PAY RANGE: OPEU 20	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs technical field and office survey work including directing and coordinating work activities of a survey crew. Work involves performing a significant phase of surveying, drafting, or related engineering projects. An Engineering Technician III is distinguished from an Engineering Technician II by training in Geographical Information Systems (GIS) and the greater skill and experience required in carrying out assignments and the independent judgment involved in performing the work. Assignments may require manual labor as well as accuracy and close attention to details of an assignment.

SUPERVISION RECEIVED:

Works under the general supervision of the County Surveyor and other administrative and professional superiors. Work is reviewed to ensure instructions are followed and for conformance with established departmental and engineering standards.

SUPERVISION EXERCISED:

Exercises supervision over Engineering Technician I and II positions as required by the position.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Utilizes GIS software for spatial analysis, data management, and mapping of survey records.
- Performs AutoCAD drafting for survey plats, boundary adjustments, and topographic maps.
- Develops and maintains GIS shapefiles and geodatabases to support land surveying and planning activities.
- Makes tracings of survey and donation land claim plats; plots property lines, section lines and quarter-section lines as required by the position.
- Develops and implements GIS workflows to streamline survey data collection and integration with land records.
- Analyzes spatial data to identify discrepancies between recorded survey points and field measurements.
- Serves as survey party crew chief operating surveying instruments and entering data collected into field books.
- Operates optical transit, theodolite, surveyor's level, and acts as head or rear chain worker.
- Locates and re-establishes donation land claim monuments, section and quarter section corners as set by original surveyors; tags and scribes new bearing trees.

- Assigns and directs subordinates in establishing road center lines, center line intervals, and earthwork cross sections; seeks permission from property owners to do survey work on their property; ensures jobs are performed efficiently and in a timely manner.
- Operates an electronic distance meter on jobs requiring precise measurement; operates magnetometer to locate iron pipes or rods set during prior surveys.
- Makes tracings of survey and donation land claim plats; plots property lines, section lines and quarter-section lines as required by the position.
- Calculates survey coordinates, field angle, traverses, ties to section coordinates, and distances and bearings with the aid of a programmable calculator.
- Maintains and updates public and private survey records.
- Responds to questions from the public, private surveyors and other county departments regarding surveys on file.
- Performs related work as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Basic mathematics including trigonometry and algebra.
- Principles and practices of drafting including equipment operations.
- Principles and practices of surveying including equipment and instrument operation.
- Advanced level road and/or bridge construction, documentation and inspection practices and procedures.
- Federal, state, and local laws, codes, and regulations as well as County ordinances.
- Advanced level engineering drafting practices and procedures.

SKILL IN:

- Communicating effectively, both orally and in writing, and during stressful and/or confrontational situations.
- Interpreting and applying applicable federal, state, and local laws, rules, regulations, and policies.
- Determining conformance with contract specifications.
- Utilizing specialized surveying equipment as needed.

ABILITY TO:

- Establish and maintain cooperative working relationships with contractors, colleagues, and the general public.
- Provide functional and technical supervision.
- Set up and maintain accurate job logs, notes, databases, and project files.
- Develop further knowledge, skills, and abilities and maintain required certifications.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

An associate degree in Geographic Information Systems or other related field. Two years of technical engineering experience in one or more specific areas such as drafting or surveying work. High school diploma/GED certificate is required. College level course work and training in mathematics, drafting, surveying, civil engineering or a related field may be substituted for up to one year of experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL QUALIFICATIONS REQUIRED:

Possession of an Oregon registration as a surveyor-in-training.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's

license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen and hear, frequently required to use repetitive hand motion, handle or feel, and to sit, stand, walk, reach, bend, regularly push, pull and lift up to 40 pounds and occasionally push, pull and lift up to 60 pounds. The incumbent will regularly use mechanical equipment typical of those used in the maintenance of buildings and landscape.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.