



WORKING TITLE: ENGINEERING/SURVEY SPECIALIST I	CLASSIFICATION: ENGINEERING/SURVEY SPECIALIST I
DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS
PAY RANGE: OPEU 17	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs limited technical field and office work in engineering and/or surveying. Assists Specialists II and Senior Survey Specialists in completion of surveying and engineering assignments. As technical skills are acquired through on-the-job training, range of assignments may increase. Job duties may require manual labor as well as accuracy and close attention to specific details.

SUPERVISION RECEIVED:

Works under Engineering / Survey Specialist II and/or Senior Engineering Specialist. Work is reviewed for quality and conformance with established departmental, surveying, and/or engineering standards.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this classification.

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:

- Assists senior specialists in researching county records; locates and establishes county right-of-way, section corners, control points, land claims, and property lines.
- Serves as a member of survey crew, providing manual labor and instrument operation, as needed.
- Operates equipment which includes, but is not limited to, optical transit, theodolite, electric distance meter and collector.
- Assists in performance of compaction tests, subdivision field tests, and wastewater treatment facility.
- Assists in preparation of technical reports and collects data for county road system.
- Assists on drafting projects, maps; makes tracing of survey and donation land claim plats; plots property lines and section lines.
- Uses calculator and computer programs to compute survey and engineering projects.
- Stocks crew vehicles with needed supplies and equipment.
- Performs other related engineering and/or surveying task as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Mathematics, including geometry, trigonometry, and algebra.
- Principles and practices of surveying, drafting and engineering, including equipment care and operation.
- Soil and asphalt testing.

SKILL IN:

- Reading and drafting maps.
- Performing mathematic calculations, including geometry, trigonometry, and algebra.
- Operating equipment used in surveying, drafting, and engineering.
- Collecting data and preparing reports.

ABILITY TO:

- Work under adverse weather conditions
- Comprehend and follow written and oral instructions.
- Establish and maintain effective working relationships with supervisors, other county employees, and the public.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

One years' surveying experience for surveyor's office position; two years' engineering experience for engineering office position. High school diploma/GED equivalent. College level course work in mathematics, drafting, surveying, civil engineering, or related field may be substituted for up to six months of experience. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

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