



<b>WORKING TITLE:</b> SURVEYOR	<b>CLASSIFICATION:</b> SURVEYOR
<b>DEPARTMENT:</b> PLANNING	<b>DIVISION:</b> PLANNING
<b>PAY RANGE:</b> NBYCM 26	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 9410
<b>PPE:</b> ATTACHED	<b>REVISION DATE:</b> AUGUST 2020

**JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:**

Responsible for planning, organizing and directing the activities of the Survey Office and coordinating them with the overall purpose of the Department of Planning and Development. Performs advanced work in making land surveys, working on engineering projects, and re-establishing or witnessing government corners; assignments often require independent performance of a variety of surveying functions; does related work as required.

Promotes high standards of practice, ethical conduct, safety, teamwork, and cooperation, holding paramount the interests of the public. Supervise staff of professional, technical and office support staff and volunteers. There is considerable contact with private citizens, surveyors, and officials of state and local government agencies to assure compliance with survey standards.

**SUPERVISION RECEIVED:**

Works with considerable independence under the general supervision of the Director of Planning and Development.

**SUPERVISION EXERCISED:**

Exercises supervision over subordinate for survey personnel and administrative support personnel as assigned.

**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:**

- Provides professional surveying services to County departments, such as surveying county property, and preparing legal descriptions.
- Establishes horizontal and vertical control monuments with state plane coordinates and elevations.
- Reviews and evaluates surveys, corner reports, benchmarks, descriptions, and deeds.
- Verifies computations and statute compliance of surveys, partitions, subdivisions, condominiums, and property vacation orders for conformance to survey standards.
- Accommodates research of survey records for County departments, land surveyors, and the public to provide, exchange, and clarify information.
- Oversees Public Land Corner Restoration Program.

- Provides instruction to personnel engaged in survey work.
- Maintains survey equipment and supplies inventory.
- Performs monumentation and related note keeping.
- Prepares and enters data into computerized system of records.
- Prepares reports on the status of office and field projects.
- Assists the public and professional surveyors in researching public survey records. Researches records for information related to survey projects.
- Assists the Planning Director in formulating the budget for the Surveyor's office.
- Monitors and manages fiscal operations to remain within budgetary constraints.
- Performs survey computations using survey software on computers or programmable calculator.
- Processes road vacation requests in coordination with Public Works.
- Maintains a list of foreclosed county properties.
- Answers questions from the public related to foreclosed county properties
- Works with County Counsel to prepare public notices for sale of foreclosed properties.
- Monitors county properties (other than parklands and county rights-of-way) and responds to nuisance conditions, squatters and illegal activities.
- Conducts evictions from county properties in consultation with code enforcement and County Counsel.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Advanced mathematics including trigonometry as applied to surveying.
- Surveying, including requirements to complete surveys in the field and office.

#### **SKILL IN:**

- Use of surveying instruments, data collection systems, and computers.
- Extensive familiarity with the use of CAD and GIS software.
- Effective communication, both verbally and in writing.

#### **ABILITY TO:**

- Conduct research.
- Make accurate survey computations.
- Interact appropriately and professionally with employees, colleagues, and members of the public.
- Communicate effectively, both verbally and in writing.
- Use tools and surveying instruments.
- Perform arduous manual tasks.
- Follow oral and written instructions accurately and efficiently;
- Have good understanding of ORS Chapters 92 and 209.
- Supervise employees as required.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

A bachelor's degree in land surveying or related field and six (6) years of experience performing survey work; two years of which should be in a supervisory capacity. Any satisfactory equivalent combination of education, training and/or experience relevant to the position will be considered.

Possession of an Oregon Professional Land Surveyor license.

**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 employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical that of an office. Work also involves field work and travel to clients' property and meetings. May encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in home or office environments or during field work may risk exposure to people with irrational/hostile behavior, contagious diseases, or contact with domestic animals.

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.*

*Requirements are representative of minimum levels of knowledge, skills, and abilities. To perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.*