

LINN COUNTY CLASSIFICATION

TITLE: CHIEF DEPUTY SURVEYOR
NUMBER: 073
PAY RANGE: 20
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 2003-247
DATE: July 2, 2003

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform supervisory and advanced technical survey work in making land and road surveys and re-establishing section or designated land claim corners. Serve as the County Surveyor's principle assistant.

SUPERVISION RECEIVED: Works under the general direction of the County Surveyor who assigns duties and evaluates work performance effectiveness.

SUPERVISION EXERCISED: Exercises supervision over assigned subordinate survey crews and clerical personnel; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assign, coordinate, supervise and perform survey field work.
2. Provide training for field survey personnel for improved efficiency and accuracy in performing work.
3. Coordinate right-of-way survey work with the various district supervisors in the Road Department.
4. Insure that survey work or survey-related projects are properly surveyed and are performed in a timely fashion. This includes reviewing the work performed and the field notes prepared by the survey crews.
5. Process raw field data into a survey map which will be filed as a Linn County Survey pursuant to Oregon Law and make the map ready for review by the Linn County Surveyor. This includes maps for the Linn County Road Department as pre - construction surveys.
6. Evaluate existing deed descriptions on roads and properties owned by Linn County or others to write legal descriptions for road records and property transfers for review by the Linn County Surveyor. Make a complete and detailed record of each new survey. This process includes checking deed records, prior surveys, maps, records, notes, etc.
7. Use the Global Positioning System (GPS) to establish and maintain the GPS monuments and related bench marks connected with elevation control.

8. Inspect each job prior to assigning work crews. Inspect jobs for progress and to resolve any questions or problems.
9. Maintain a daily log of work activities including a brief project description, personnel present and time involved.
10. Assume responsibilities delegated by the County Surveyor in the absence of the County Surveyor.
11. Perform other related work for other departments as approved by the County Surveyor. Assist with preparation and maintenance of survey applications within the GIS environment.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

14. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the principles and practices of civil engineering as applied to county land surveying projects. Thorough knowledge of the operation and maintenance of surveying equipment. Thorough knowledge of surveying techniques, principles and practices. Considerable knowledge of records maintenance systems.

Skill in the use of survey and office equipment.

Ability to communicate effectively both orally and in writing. Ability to supervise, assign and coordinate the work of subordinates. Ability to assist crews in difficult or unusual work. Ability to perform any of the tasks required of a subordinate survey crew member. Ability to instruct and train new personnel. Ability to establish and maintain effective communications with developers, subordinates and other county departments and the general public. Must be able to deal with the public in a friendly and professional manner on the phone and in person.

EXPERIENCE, EDUCATION AND TRAINING: Five years of progressively responsible surveying experience with four years of experience in a supervisory capacity; four years of college level coursework in surveying or civil engineering; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Oregon Registered Land Surveyor License. Possession of a valid motor vehicle operator's license and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors in an office environment and out of doors in all types of weather and in all areas of the county. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands and fingers to handle or operate objects, tools or controls, to reach with hands and arms and to lift or move ninety (90) pounds is also required.