

LINN COUNTY CLASSIFICATION

TITLE: SURVEYOR

NUMBER: 170

PAY RANGE: 23

CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER NUMBER 2018-331

DATE: OCTOBER 17, 2018

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Directs the activities and operation of the Surveyor's Division. Perform supervisory and advanced technical survey work in making land and road surveys and re-establishing section or designated land claim corners.

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

SUPERVISION EXERCISED: Exercises supervision over assigned survey 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 and remain in 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. Supervise the surveying of County roads and property for the Road Department and the Board of Commissioners. Assign, coordinate, supervise and perform survey field work. Provide training for field survey personnel for improved efficiency and accuracy in performing work.
2. Supervises the field checking and approval of subdivision Plats and names, as well as, closure checks on Partition Plats. Insures that 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. Use the Global Positioning System (GPS) to establish and maintain the GPS Control monuments and related bench marks connected with the elevation control.
3. Maintains and files all maps, records and notes of surveys done in Linn County as required by Oregon Revised Statutes. Process raw field data into a survey map which will be filed as a Linn County Survey, including maps for the Road Department as pre-construction and final surveys for Public Records.
4. Answers inquiries from the public pertaining to surveys, monuments, maps and supporting technical data as recorded. Acts as City Surveyor for cities in Linn County without a Surveyor. Provides for the conducting of surveys requested by the public as provided by law.
5. Supervises the preparation of the proposed Division's budget for submission to the County Budget Committee and administration of the approved Budget including the selection and purchase of equipment needed.

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. Make a complete and detailed record of each new survey. This process includes checking deed records, prior surveys, maps, records, notes, etc.
7. Perform other related work for other departments. Assist with preparation and maintenance of survey applications within the GIS environment. Establish criteria level of standard of practices for local surveyors.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

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 surveying 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 as a licensed surveyor; 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 outdoors in all types of weather and in all areas of the county. Work requirements include being able to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move ninety (90) pounds is also required.