

LINN COUNTY CLASSIFICATION

TITLE: SURVEY CREW CHIEF
NUMBER: 855
PAY RANGE: 16
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 99-466
DATE: September 22, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs supervisory and advanced technical survey work in making land and road surveys, re-monuments, re-establish and maintain Government Corners. Serves as the Chief Deputy Surveyor's assistant.

SUPERVISION RECEIVED: Works under the general direction of the County Surveyor or the Chief Deputy Surveyor, who assign duties and evaluates work performance effectiveness.

SUPERVISION EXERCISED: Exercises supervision over assigned subordinate survey crew members and clerical personnel; participates in the selection of new personnel; assigns duties, provides training and recommends personnel transaction.

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. Coordinate the Corner Preservation Program.
2. Coordinate layouts for Public Lands Survey System surveys.
3. Coordinate field surveys for a County Geographic Information System (GIS) and a County Land Information System (LIS).
4. Coordinate a system of Bench Marks in Linn County.
5. Research each survey project which may include checking deed records, prior surveys, maps, records, notes, etc.
6. Supervise and assist work performed by the survey field crews under his authority; help provide training for field personnel for improved efficiency and accuracy in performing survey projects.
7. Maintain a daily log of work activities including a brief project description, personnel present, time involved and equipment used.
8. Assume responsibilities delegated by the Chief Deputy Surveyor.
9. Insure that survey work or survey related projects are properly surveyed and performed in a safe and timely manner.
10. Assist field survey crews at any position or task required.

11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. 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 land 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 and 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 and 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 subordinates, other county departments and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Five (5) years of progressively responsible surveying experience with one (1) year of experience in supervisory capacity; graduation from a two-year college with an Associate Degree in surveying; preferably supplemented by additional college level course work in surveying 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 Motor Vehicle Operator's License and an acceptable driving record. Possession of an Oregon Fundamentals of Land Surveying Certificate or Oregon Professional Land Surveyor's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed outdoors 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 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.

