



Survey Chief

Class code: 01360

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 7

I. Position Summary

Plans, schedules, and supervises all survey activities related to preliminary, construction, and post-construction work on Public Works projects, and boundary surveys. Inspects and/or designs construction projects. Performs advanced survey work and various administrative work to support related office operations.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Coordinates, schedules, and supervises all survey activities and assures that work is performed efficiently and according to appropriate guidelines, procedures, and regulations. Prioritizes and coordinates work with other departments, staff, and agencies to ensure timely completion of work projects.
- Assigns, supervises, and evaluates the work of assigned staff; advises, assists, and trains subordinates as necessary; initiates and implements disciplinary actions; conducts performance appraisal of subordinates; participates in the selection of new employees and makes recommendations regarding the transfer and termination of subordinate employees.
- Participates in the development and implementation of approved policies and procedures to assure effective functioning of assigned activities and compliance with departmental standards and legal requirements; recommends revisions to division policies and procedures as appropriate.
- Supervises and/or performs a variety of surveying functions such as topographical surveys, road elevations, and locations of existing structures/items to provide preliminary survey data to enable the design of new roads, bridges, intersections, building sites, property boundaries, or any other miscellaneous projects. Prepares maps.
- Supervises or performs preliminary and final construction staking to provide contractors with exact location specifications for the building of assigned project.
- Performs miscellaneous other survey functions such as cross-sectioning, slope-staking, grade-setting and re-measuring, setting and resetting monuments or boundaries, stockpile re-measures, signing, and running and marking roadways for striping crews.
- Prepares legal descriptions for legalization, vacations, agreements, easements, and right-of-way acquisitions.
- Inspects construction projects under contract or being performed by County crews for adherence to plans and specifications.
- Performs various administrative duties such as certifying time cards and ordering supplies, equipment, and repairs as necessary.
- May assist in the preparation of the annual budget for survey activities, based on work schedules, departmental goals, and staffing and equipment needs.
- Remains current on legislation, legal requirements, and ordinances affecting assigned area and interprets information to advise staff or subordinates of any applicable changes in procedures to reflect legal requirements.

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- Supervises the development and maintenance of systems and records that provide for the proper evaluation, control, and documentation of assigned operations.
- Responds to, or supervises the resolution of, inquiries, complaints, and requests for information regarding area of assignment from other departments and the general public, providing information within scope of knowledge and authority, or refers to appropriate individual. Handles the more complex or sensitive issues.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Thorough knowledge of principles, methods, and procedures of surveying.
- Thorough knowledge of the application and interpretation of federal, state, and local rules, regulations, codes and ordinances as they relate to area of assignment.
- Knowledge of and ability to effectively use modern standard surveying instruments and tools.
- Knowledge of and ability to effectively use office equipment including CAD and GIS systems.
- Knowledge of mathematics, including trigonometry.
- Knowledge of supervisory principles and practices.
- Ability to prioritize, schedule, organize, and supervise assigned operations to assure timely and cost-effective completion.
- Ability to plan, organize, motivate supervise, and evaluate the work of assigned staff.
- Ability to develop and maintain effective working relationships with other staff, contractors, the general public, and representatives of other agencies.
- Ability to adapt survey methods to varying field situations to produce accurate and comprehensive field notes and perform accurate survey functions.
- Ability to read and comprehend engineering plans and specifications.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to physically perform job duties.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Associate's degree in civil engineering, survey techniques, or related field AND three years of field experience doing civil engineering location and construction work AND one year experience as head chainperson/instrument person; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

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Licenses, Certificates and Other

Must have a valid driver's license with an acceptable driving record. Oregon Professional Land Surveyor license is required, or must be obtained, within six months of employment.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Requires exerting in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently and in excess of 20 pounds of force daily to move objects. Requires ability to perceive color, odor, texture and sound. Requires driving and travel.

Working Environments

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 11/17