



## **Surveying Associate**

Class code: 309

Employee Group: SEIU

Salary Range: 25

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### **I. Position Summary**

Under general supervision, to perform a variety of paraprofessional level land surveying tasks in both the office and the field; to plan, schedule, and oversee projects and survey activities related to capital improvement projects, boundary surveys, engineering surveys and public land corner restoration; and, to perform related duties as assigned.

### **II. Distinguishing Features**

This is the advanced journey level classification in the Surveying series. This level is distinguished from lower levels in that employees perform a full range of Licensed Professional Land Surveyor level duties, possess licensed surveyor professional level knowledge and expertise; perform specialized duties in a highly independent manner; and, are responsible for project management. Employees in this class exercise technical and/or functional supervision over lower level positions. Assigned duties require the exercise of judgment and application consistent with a Professional Land Surveyor license and/or specialized knowledge.

### **III. Examples of Essential Position Duties**

- Directs and coordinate survey projects; works with others using the Global Positioning System (GPS) or robotic total station. Collects and process survey data from field through final drafting.
- Provides pre-recording reviews of survey maps, subdivision, partition and condominium plats. Coordinates with citizens or private surveyors concerning said maps and plats.
- Issues review approval to Licensed Surveyors under direction of the County Surveyor.
- Provides information and guidance on statutory requirements, local ordinances, and administrative requirements to Licensed Surveyors and Engineers performing work in Jackson County.
- Performs research for Public Land Survey System (PLSS) corner restoration projects and monuments, and prepares final maps and reports for said projects. Recovers and analyzes documentation and determines field evidence for PLSS corner projects and monuments. Monument PLSS corners per established statutes, codes and accepted standards.
- Researches land and title records and proposes resolutions for property boundaries.
- Evaluates land title records, survey records, boundary evidence. Writes reports and provides the County Surveyor with proposed property boundary resolutions.
- Prepares legal descriptions for legalization, vacations, easements, and right of acquisitions.
- Reviews documents submitted by or to other departments that pertain to real property.
- Performs topographic surveys and prepares topographic maps. Processes design drawings and prepares data toward final field layout. Performs coordinate geometry calculations, survey data analysis of terrestrial and GPS survey information. Establishes geodetic control networks. Performs least squares adjustments.
- Serve as survey party chief in the field.

## **Jackson County – Surveying Associate**

Page 2 of 3

- Communicates with other county departments and various agency officials.
- Monitors industry and legislative changes which significantly impact the practice of Surveying; compiles reports for the County Surveyor pairing changes with operational need for the budgetary process.
- Serves as Deputy County Surveyor if licensed through OSBEELS as a Professional Land Surveyor to approve filing of survey documents.
- 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.
- Overtime may be required.
- Performs other related duties as assigned.

### **IV. Knowledge, Skills and Abilities**

Position requires extensive knowledge of surveying principles, practices and methods; the Public Land Survey System; County ordinances, codes and Oregon Revised Statutes related to surveying and land development; the Bureau of Land Management's current Manual of Instructions; use of advanced mathematics including geometry, algebra and trigonometry to make calculations used in area of assignment; an advanced understanding of geodesy, geodetic networks, GPS surveying, map projections, datums, geodetic control surveys and least squares adjustments; construction staking practices; survey measurements, methods, and error analysis; and, modern survey equipment and instruments. Perform Survey Party Chief's duties; perform title research and deed record research; use modern survey instruments, including data collectors, total stations, robotic total stations, GPS equipment and digital levels; use real time GPS equipment and methodology; follow oral and written instructions; communicate effectively both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; operate various power tools required when excavating pavement, concrete or ground soils; prepare and maintain accurate records, reports, logs and files; work independently under minimal supervision; provide functional or technical work direction to others as assigned; prioritize work to meet established deadlines; use a variety of engineering, drafting and field survey equipment and tools including nuclear gauge, generator, drills, steel probes, four-wheel drive vehicle, camcorder, office machines including computer, fax, copier, CAD system and peripheral equipment; and, accurately interpret and explain department policies and procedures as necessary.

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

#### **Education and Experience**

- A Bachelor of Science degree in surveying, civil engineering or related field AND four years experience in boundary, engineering or cadastral surveying; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

## **Jackson County – Surveying Associate**

Page 3 of 3

### **Licenses, Certificates and Other**

Possession of a current, appropriate Oregon driver's license and a good driving record. Possession of Land Surveyor in Training Certificate.

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

Requires the ability to perform field surveys including exertion of a moderate amount of physical effort; requires sufficient hand/eye coordination and dexterity in the use of fingers, limbs or body to perform semi-skilled repetitive movements such as drafting, data entry and/or use of other office equipment or supplies; must be able to perceive forms and colors; may require the ability to operate motor vehicles. Tasks involve frequent walking over rugged terrain and on steep slopes, standing, lifting and carrying objects up to 50 pounds and some climbing. Tasks require visual perception and discrimination as well as oral communications ability.

### **Working Environments**

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, chemicals, vehicular exhaust fumes paint, traffic hazards, noxious plants and wildlife. May include exposure to 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.

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