



Surveying Technician I

Class code: 306

Employee Group: SEIU

Salary Range: 18

I. Position Summary

Under direction, to perform a variety of land surveying activities in the field or office; to provide reliable and accurate survey data to the public and other agencies and departments; and, to serve as a member of the survey crew.

II. Distinguishing Features

This is the entry level classification in the Surveying Technician series. This position works in the field and the office in support of a variety of surveying functions. Assignments are generally limited in scope, contain fairly routine tasks and are performed within a procedural framework established by higher level employees. As experience is acquired, the employee performs with less immediate supervision. This job class requires attention to detail and the skill to perform technical functions such as drafting, mapping, and mathematical calculations, and field surveys.

III. Examples of Essential Position Duties

- Assists a field survey crew or higher level employee with field surveying tasks such as measurements, brushing line and carrying equipment and supplies; uses surveying equipment to establish lines and grades and to make calculations in the field. Prepares and maintains field notes.
- Assists with performing the initial research for Public Land Survey System (PLSS) corner restoration projects and prepares maps and reports; recovers and analyzes documentation and field evidence for PLSS corner projects and monuments PLSS corners per established statutes, codes and accepted standards.
- Conducts topographic surveys, control surveys and proficiency with construction staking of development projects, streets and roads.
- Produces computer generated detail maps from field survey data.
- Researches and locates legal monuments; establishes preliminary lines tied to recovered monuments.
- Determines location of topographical features and elevations.
- Compiles data and field notes; transfers field information to computer.
- Researches requests for land surveys; reviews manuals, maps, deeds and other recorded documents and related written materials for pertinent data.
- Researches and evaluates restoration of public land corners; prepares written records for recordation.
- Coordinates search and restoration of Public Land Survey System corners with the Bureau of Land Management; provides survey information on file with the County.
- Indexes and files past and present survey records.
- Performs field surveys and checks subdivisions; calculates Oregon State plane; coordinates values on public land corners; maintains a database of coordinates.
- Responds to public inquiries concerning departmental projects, private property survey issues and concerns; provides information concerning department policies, practices and procedures; .
- Provides assistance to senior staff with office research, filing and simple computations or mapping.
- 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.

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- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires 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; uses advanced mathematics including geometry, algebra and trigonometry to make calculations used in area of assignment; a general 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. Ability to perform title research and deed record research; conduct field surveys using survey equipment and tools; conduct research and draft deed descriptions; read, understand and apply information from a variety of written sources including field notes, maps, designs, charts, records, deeds, county records; use modern survey instruments, including data collectors, total stations, robotic total stations, GPS equipment and digital levels; use real time GPS equipment and methodology; work independently under minimal supervision; follow oral and written instructions; communicate effectively both orally and in writing; and, operate various power tools required when excavating pavement, concrete or ground soils; 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 and office machines including computers, copier, fax, CAD system and peripheral equipment; and 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

- High school diploma or GED AND two years of field survey experience OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Must have a valid Oregon driver's license with an acceptable driving record.

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, vehicular exhaust fumes, chemicals, 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.

Adopted: 6/14