



Land Surveyor

Class code: 317

Employee Group: SEIU

Salary Range: 28

I. Position Summary

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

II. Distinguishing Features

This is the professional classification in the Surveying series. This level is distinguished from lower levels in that employees perform a full range of Licensed Professional Land Surveyor duties by and through possession of a professional land surveyor license. Employees consistently utilize professional level knowledge and expertise; perform specialized duties in a highly independent manner and, are responsible for project management. Position operates in responsible charge of assigned professional land surveying work as defined in Oregon Revised Statutes. Employees in this class exercise technical and/or functional supervision over lower level positions. Assigned duties require the consistent use of professional judgment and application of specialized knowledge and skill required of a Professional Land Surveyor.

III. Examples of Essential Position Duties

- Researches the written record of Public Land Survey System (PLSS) corners. Prepares record corner data for field; establishes work plan/priorities to complete PLSS corner projects as directed.
- Communicates directly with property owners in order to facilitate PLSS corner restoration.
- Evaluates evidence in the field and relate directly to the written record. Makes precise measurements and determines legal corner locations.
- Monuments PLSS corners per established statutes, codes and accepted standards. Determines PLSS corner positions and creates highly detailed written reports documenting field evidence and survey procedure. Prepares final PLSS corner records for entry into the official public record.
- Maintains county operated Continuously Operating Reference Station (CORS); Global Positioning System (GPS) station; serves as a point of contact as a Geodetic Survey expert in support of private sector land surveyors and public agencies.
- Directs survey projects; utilizes the following high precision data collection methods such as Real-Time Kinematic (RTK) and Static GPS, robotic total station, digital level, and terrestrial laser scanner.
- Determines survey plan and data collection methods. Collects and processes survey data in the field. Reduces electronic field data and notes. Reduces data via post processing methods in Geodetic Survey software. Implements the use of least squares adjustments on field data; evaluates complex mathematical results to ensure reliability in three dimensional positioning.
- Performs extensive coordinate geometry computations in a CAD based environment. Maintains very robust high precision geospatial databases of legal corner positions.

- Coordinates with the Assessor and provides geodetic survey data in support of preparation of County assessment maps. Provides technical support to Cartographers on cadastral mapping.
- Reviews agency comment requests for land use approvals. Provides written comment to public land use agency's regarding platting and land development matters.
- Provides recordation reviews of survey maps, subdivision, partition and condominium plats. Coordinates with citizens or private surveyors concerning said maps and plats.
- Provides information and guidance on statutory requirements, local ordinances, and administrative requirements to Licensed Surveyors and Engineers performing work in Jackson County.
- Researches land and title records and proposes resolutions for property boundaries. Compiles chain of title reports and identifies conflicts and ambiguities in the written record.
- Evaluates land title records, survey records, and boundary evidence in conjunction with measured survey data. 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 in preparation of capital improvement projects.
- Processes design drawings and prepares data toward final field layout. Coordinates directly with Licensed Engineers, Architects, and Geologists in the review of specifications of materials, plans, and computations.
- Assists the County Surveyor in review of documents and maintenance of data produced by other staff. Provides approval as necessary as a Licensed Land Surveyor.
- Serve as survey party chief in the field.
- 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 to approve filing of survey documents and corner records only as necessary.
- 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's 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.

Licenses, Certificates and Other

Possession of a current, appropriate Oregon driver's license and a good driving record. Possession of a Professional Land Surveyor licenses from any State. Possession of a Professional Land Surveyor License from Oregon within one year of hire. Ability to obtain Oregon registration through the Oregon State Board of Examiners for Engineering and Land Surveying within one year of hire.

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.

08/18