



JOB DESCRIPTION

Title	County Surveyor	Created	Nov. 2010
Department	Public Works	Revised	
Job Class	M 6	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Plan, direct and supervise the activities of the Transportation and Development's Survey Division including the duties assigned by law to the County Surveyor; administer the Public Land Corner Preservation Fund; and, process road vacation applications.

Essential Functions

- Ensure recovery, restoration and perpetuation of Government Land Corners. Research and compile corner history, field investigation, recovery and analysis of evidence, corner position determination, monumentation, and preparation and recording of corner reports.
- Approve all subdivisions, condominium and partition plats after confirming compliance with Oregon Revised Statutes, local ordinances and standard surveying practices.
- Provide supervision to employees including assigning and reviewing work; evaluating performance; effectively recommending or initiating promotions, transfers, new hires and terminations; and resolving employee grievances.
- Perform or oversee the performance of County land and road surveys and creation of maps, plats and other documentation; preparation of legal descriptions; process road vacation procedures and process road legalizations.
- Check, file and index all surveys of land in County in accordance with law. Maintain the public the public survey records and the means to provide copies of records.
- Develop annual budget and monitor budget to meet long and short-term goals and objectives of department.
- Follow all safety rules and procedures established for work areas.
- Maintain work areas in clean and orderly manner.

Mandatory Qualifications

Broad knowledge of surveying principles and techniques, including advanced mathematics, subdivision planning and platting, retracement and recovery of Government Land Corners, survey law, business management, etc. Registration as a professional land Surveyor in the State of Oregon at the time of appointment; three to four years' experience as a registered surveyor; and at least two years supervisory responsibility.

Must possess and maintain driving privileges in the State of Oregon.



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Desired Qualifications

Experience as a private land surveyor.

Physical Demands

Movement of survey equipment requires moving materials weighing up to 25 pounds and monumentation activities include moving materials weighing up to 90 pounds on a weekly basis. Most office related duties require moving books, files, etc., weighing up to 15 pounds.

Working Conditions

Majority of work involves usual office working conditions. Approximately 25% of work is outdoors with exposure to all weather conditions and terrains.

Supervisory Responsibility

Responsible for at least one and seldom more than three persons.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.