



CLASSIFICATION NO. 310  
Established: 5/93  
Revised: 10/18, 8/25, 1/26  
FLSA: Non-Exempt  
EEO: 2

## LAND SURVEYOR

### **CLASS CHARACTERISTICS**

Under direction, to create survey maps, land survey documents, or review and approve internal land survey documents to support the County needs; to review plat and survey maps prepared by private surveyors; to lead the work of survey technicians in field and office assignments; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Transportation and Development (DTD) provides programs and services to County residents and businesses through the following Lines of Business: Transportation Services, Development Services, Community Services, Visioning Services, and Administrative Services. The mission of the Department of Transportation and Development is to assist residents and businesses in creating vibrant, sustainable communities through innovative, responsive public services.

The County Surveyor's program, within the Department of Transportation and Development, conducts a variety of professional surveying activities for Clackamas County including maintaining public records, restoring and referencing of Public Land Survey System (PLSS) monuments, reviewing and approving new subdivisions, partition and condominium plats and providing technical and professional assistance to the public.

The Land Surveyor provides professional expertise and assistance with survey activities, including maintaining public records, restoring government corners, performing development reviews, completing right of way retracements, monument recovery and other surveys in support of County needs, and providing technical support to the public.

The Land Surveyor differs from the Engineering Technician 4 which is not required to be registered as a professional land surveyor and cannot certify surveys completed by other professional surveyors. The Land Surveyor differs from the Land Surveyor, Senior and Land Survey Supervisor which have responsibility to assign, oversee and track projects of professional and technical staff; and by the direction and methods performed as a lead worker to staff and a functional unit. It also differs from the County Surveyor, which is a supervisory position with statutory responsibilities.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Prepare or review public land corner monument restorations, construction surveys, road right-of-way surveys, road vacation and legalization surveys, and other internal survey

related documents for completeness, accuracy and conformity to accepted surveying practices and other legal requirements in support of County needs.

2. Participates in the maintenance of official land records, including original government corner locations and historical survey notes, county road records, drawings and maps.
3. Checks subdivision and partition plats, boundary surveys, other survey documents submitted by external surveyors for completeness, accuracy and conformity to accepted surveying practices and other legal requirements.
4. Schedules, coordinates and reviews the work of survey technicians on assigned projects or program; leads survey crews in boundary location and public land corner monument restoration; conducts field checks of subdivision plats; coordinates field data collection; provides right-of-entry notifications in compliance with ORS requirements.
5. Coordinates the research and preparation of field notes, drawings, maps, legal descriptions, property ownership records, reports, records and correspondence; and performs and checks complex mathematical computations; as directed by the County Surveyor, certifies final survey documents, prepared under their supervision, with seal and signature.
6. Through personal contact at the county service desk, phone or email, assists the general public, property owners, contractors, attorneys, title companies, other departments, to property owners, contractors, attorneys, title companies, other departments and the public on various aspects of land surveying related to survey standards, property issues and easements.
7. Mentors technical staff in all aspects of field and office survey procedures to assist meeting department goals and objectives; provides functional and technical guidance about field and office procedures; may assign small tasks within a project under supervision.

#### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles, methods and instruments used in land surveying; federal and state statutes, rules and regulations governing land survey methods, standards and record keeping; drafting and mapping techniques; basic engineering mathematics, including co-ordinate geometry and trigonometry; office practices and equipment, including common office and surveying related computer programs; apply industry and office software effectively; and research techniques.

Some knowledge of: Techniques of supervision and personnel management practices.

Skill to: Prepare or review survey documents, including drawings, maps, plats, deeds and legal descriptions; conduct research pertaining to survey and related property records; locate, compile and organize complex and historical survey data; operate field and office survey instruments, including GNSS, LiDAR, level, theodolite, electronic measuring equipment, tape measure, electronic data collector and computer assisted drafting and designing software; establish and maintain effective working relationships with the general public, property owners, contractors, attorneys, title companies, County employees and other departments; prepare and maintain accurate records; communicate effectively, both orally and in writing.

## **WORKING CONDITIONS**

Within DTD's Engineering Division, duties require frequent standing, walking, squatting, bending, kneeling, reaching, digging, balancing, fine motor control, and the ability to lift and carry up to 60 pounds, push 50 pounds, and pull 70 pounds. Duties also involve frequent exposure to loud noises, vibration, slippery and/or uneven surfaces, exhaust fumes and dust, oil and chemicals, traffic hazards, and adverse weather conditions.

Within DTD's County Surveyor's Program, duties in the field require frequent walking, stepping, squatting, kneeling, bending, twisting, digging, swinging, balancing, grasping, fine motor control, and the ability to lift and carry up to 90 pounds, including carrying 60 pounds on one shoulder. Duties also involve frequent exposure to slippery and/or uneven surfaces including steep terrain, loud noises, vibration, exhaust fumes and dust, and adverse weather conditions.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Valid and active registration as a Professional Land Surveyor in any state (U.S.) at time of hire. Incumbent must be registered as a Professional Land Surveyor in the State of Oregon within six months of hire and maintain a valid and active license as a Professional Land Surveyor by the State of Oregon throughout the course of employment, as required by statute.

## **PRE-EMPLOYMENT REQUIREMENTS**

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

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