



CLASSIFICATION NO. 306  
Established: 1/98  
Revised: 12/07, 8/25, 1/26  
Retitled: 10/18  
FLSA: Exempt  
EEO: 2

## **LAND SURVEYOR SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under general direction of the County Surveyor, to assist in the planning, organization, and supervision of the surveying activities of the County's Surveyor's Office; to perform advanced level boundary, cadastral, construction and geodetic surveying work; to perform the legal responsibilities of the County Surveyor as assigned or delegated by the County Surveyor; to oversee research, calculations, evaluation and documentation necessary to the PLSS corner restoration process; working with the Land Surveyor, Senior support the County Surveyor to develop, establish and implement standards within the office; to provide direct support to the County Surveyor and assistance to other management and professional staff; 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 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 Supervisor receives direction from the County Surveyor and exercises direct supervision over assigned professional, technical and administrative support staff. The Land Surveyor Supervisor oversees the remonumentation of PLSS corners, assists in the interpretation of state laws for survey projects, reviews plats, other records and surveys for accuracy, and reviews assigned projects for compliance with state laws and local regulations.

The Land Surveyor Supervisor is distinguished from the County Surveyor who performs duties defined by Oregon Revised Statutes. It is distinguished from the Land Surveyor, Senior and Land Surveyor classification series by its broader responsibility toward all programs and by its supervisory nature.

### **TYPICAL TASKS**

Duties may include, but are not limited to, the following:

1. Monitors work in progress; supervises and evaluates the work of the professional and technical land surveying staff; provides training and technical assistance to survey staff.
2. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for completion of surveys; implements policies and procedures; recommends process improvements and modifications; prepares various reports on operations and activities.
3. Assists the County Surveyor in planning work schedules and determining project assignments; resolves work problems and interprets administrative policies to direct reports, other departments, consultants, contractors, developers and the public; assumes the duties of the County Surveyor when assigned by the County Surveyor during absences.
4. Oversees the remonumentation of PLSS corners as mandated by state law; assists in the interpretation of state laws for survey projects; reviews records and surveys for accuracy; reviews assigned projects for compliance with state laws and local regulations.
5. Supervises the processing and checking of subdivision, partition, and condominium plats in accordance with state, county and city regulations; and makes recommendations to approve plats pursuant to state laws.
6. Advises other programs, departments and the public on technical aspects of land surveying.
7. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submit justifications for requests; monitor and control expenditures; participates in the selection of staff; provides or coordinates staff training, works with employees to correct deficiencies; implements disciplinary procedures.
8. Works with private and government entities as a liaison for funding, technical surveying matters, and other program activities; completes required reports; answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
9. Participates in various professional associations; acts as liaison for County interests; remains current with laws and regulations in the field.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: The principles, practices and procedures of boundary, cadastral, construction, and geodetic surveying; knowledge of state and federal laws and regulations pertaining to land survey methods and standards; knowledge of drafting and computer aided drafting (CAD) methods; knowledge of the methods and techniques of land surveying; knowledge of recent developments, current literature and sources of information regarding land surveying; knowledge of modern office procedures, methods and computer equipment; knowledge of principles and procedures of financial record keeping and reporting; knowledge of principles of supervision, training and performance evaluation.

Working knowledge of: Manual and electronic survey equipment;

Skill to: Use standard office equipment including computers; apply industry and office software effectively; perform mathematical computations through trigonometry; effectively supervise

direct reports; supervise and implement surveying programs; ability to supervise the activities of large and complex surveying projects, including supervising staff, and consultants; ability to understand and interpret engineering constructions plans, specifications and other contract documents; ability to perform technical research and solve surveying problems; ability to supervise a broad range of engineering and surveying projects; ability to prepare contracts; ability to conduct studies, prepare reports and make recommendations; ability to interpret and apply pertinent laws, rules and regulations; ability to supervise, train, and evaluate survey personnel; ability to assist in preparing and administering a budget; ability to maintain accurate records; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with individuals from diverse groups and backgrounds, including coworkers, department heads and elected officials, other agencies, community groups and the public.

### **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 five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position; a CFedS certification preferred.

#### **Licenses/Certifications:**

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

- 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**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

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