



CLASSIFICATION NO. 294  
Established: 4/02  
Revised: 10/18, 8/25, 1/26  
FLSA: Non-Exempt  
EEO: 2

## LAND SURVEYOR, SENIOR

### **CLASS CHARACTERISTICS**

Under direction, to lead the work of Land Surveyors and survey technicians; to oversee, track and assign projects; to serve as a technical resource for staff; to review and approve land survey documents and plat maps prepared by private surveyors; to support Land Survey Supervisor and County Surveyor to develop, establish and implement standards within the office; to perform other Land Surveyor functions; 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, Senior is the advanced journey-level professional in the Land Surveyor classification series and leads the work of a functional work unit that includes professional Land Surveyor positions. Duties involve providing professional expertise, guidance and assistance with project survey activities including maintaining public records, providing technical support to the public, overseeing restoration of government corners, preparing or reviewing right-of-way retracements, monument recovery and other surveys in support of County needs.

The Land Surveyor, Senior is distinguished from the Land Surveyor by the level of 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. The Land Surveyor, Senior differs from the Survey and CADD Supervisor which provides overall direction for the unit in planning, scheduling, budgeting, project definition, project management, and policy development. It also differs from the Land Surveyor Supervisor which has broader responsibility toward all programs and is supervisory in nature. It is further distinguished 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. Oversees, tracks and assigns projects to assigned professional Land Surveyors; serves as the initial contact to review concerns with Land Surveyors on projects; provides preliminary reviews, and directs methods and approaches of surveys.
2. Leads and coordinates survey crews led by Land Surveyors; coordinates resources; schedules staff, coordinates and reviews the work of assigned survey professionals and technicians; provides input to management regarding personnel performance evaluations; recommends training opportunities for staff.
3. Conducts weekly project and other meetings; maintains a priority list of projects; assures monthly equipment maintenance objectives are performed and documented.
4. Reviews subdivision plats, boundary surveys, corner monument restorations, construction surveys, road right-of-way, vacation and legalization surveys and other public and private surveys; compiles, coordinates and analyzes field data collection; reviews and processes field data; and may assist the Land Surveyor and Survey Technicians in the field when necessary.
5. Conducts research and preparation for drawings, maps, legal descriptions, property ownerships, records, reports, and correspondence; participates in the maintenance of land records maintained by the County Surveyor's Office.
6. Through personal contact at the County service desk, phone or email, assists the general public, property owners, contractors, attorneys, title companies, other departments, on various aspects of land surveying related to survey standards, property issues and easements.
7. Check maps and survey documents submitted for completeness, accuracy and conformity to accepted surveying practices, and other legal requirements; at the direction of the County Surveyor, may certify internal survey documents with seal and signature prior to official recording.
8. Mentors survey staff in all aspects of field and office survey procedures to assist meeting department goals and objectives; advises and provides guidance around best practices in Land Surveying including legal and administrative requirements.

#### **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 coordinate geometry and trigonometry; office practices and equipment, including the use of standard office equipment including computers; apply industry and office software effectively; research techniques; basic principles and techniques of supervision; general project management techniques.

Skill to: Lead and review the work of assigned staff; organize work flow utilizing staff and other resources; prepare 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 and engineers, private surveyors, constructions contractors, County employees and the public; prepare and maintain accurate records; communicate effectively, both orally and in writing.

## **WORKING CONDITIONS**

Within DTD's Engineering programs, 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 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 two (2) years 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 (US) at time of hire. Incumbent must be registered as a Professional 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.

Edited: 10/25