



# JOB DESCRIPTION

<b>Title</b>	<b>Survey Technician II</b>	<b>Created</b>	May 2016
<b>Department</b>	Public Works – Survey Division	<b>Revised</b>	
<b>Job Class</b>	A 18	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-exempt

## **Purpose**

To perform surveying duties such as doing survey calculations, drafting, reviewing and filing surveys, surveying with both global positioning systems and total stations, and public land corner restoration.

Employees within this class are distinguished from Engineering Technician I position by the performance of the full range of duties assigned, including public land corner restoration, surveying, drafting, and survey record keeping. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department. This classification also differs from the Engineering Technician I position in that the latter performs more complex surveying support functions.

## **Essential Functions**

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

- Prepare topographic maps; draft plans, cross sections, and other drawings; compute grades; coordinate and check horizontal and vertical alignments and compute boundaries.
- Prepare and check property descriptions.
- Supervise survey crew in absence of County Surveyor and/or County Engineer; operate survey equipment and instruct others in its proper usage.
- Input data and assist in maintaining a database including filing and recording surveys.
- Use computer for CAD work, including drafting survey projects, and to input and receive data for various public works projects; use computer to store and summarize field data; maintain manual files on project status.
- Work with other agencies and the public with concerns with property lines descriptions and ownership.
- Locate and reference property corners and right of way for county maintenance crews.
- Monumentation and remonumenting of county right-of-ways.
- Reviewing surveys done by licensed land surveyors for compliance with ORS.
- Perform related duties as assigned.
- Maintain work areas in clean and orderly manner.



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- Follow all safety rules and regulations established for work areas.
  - Locating and referencing property corners and right-of-way for county maintenance crews.
  - Monumentation and remonumenting of county right-of-ways. Perform related duties as assigned.
  - Maintain work areas in clean and orderly manner.
  - Follow all safety rules and procedures established for work area.

## ***Mandatory Qualifications***

Bachelor's degree in Engineering or related field OR a satisfactory equivalent combination of education, experience, and training with preference given to possession of E.I.T./L.S.I.T. certificate.

Three years' work experience in the field of engineering and/or surveying is required in addition to the above qualifications. Experience with AutoCAD and Land Desktop software. Knowledge of mathematics including algebra, geometry, and trigonometry. Possess and maintain driving privileges in the state of Oregon.

## ***Desired Qualifications***

- Interpret and apply applicable federal, state, and local laws, rules, regulations and policies.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Gain cooperation through discussion and persuasion.
- Civil and structural drafting principles and practices which include the use of AutoCad and DCA software.
- Land and construction survey practices and procedures.
- Operational characteristics and applications of data processing equipment including personal computers and related software programs.
- Principles and procedures of financial record keeping and reporting.
- Business letter writing and basic report preparation techniques.
- English usage, spelling, grammar and punctuation.
- Pertinent federal, state, and local laws, codes and regulations.

## ***Physical Demands***

Duties consist of physically demanding manual work up to 50% of time, typically requiring movement of materials weighing between 20-40 pounds and up to 100 pounds. Climb ladders and work at various heights.

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## ***Working Conditions***

Work in an office setting as well as outdoors in all types of weather. Occasionally requires lifting heavy equipment on uneven or slippery terrain in wet weather. Work safely within the traffic zones on rural roadways.

## ***Supervisory Responsibility***

Occasionally provide technical or functional responsibility for small crews.

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.