



JOB DESCRIPTION

<i>Title</i>	Deputy County Surveyor		
<i>Department</i>	Public Works	<i>Job Class</i>	A 21 4
<i>Driving Required</i>	Yes	<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2747 Courthouse Roads	<i>FLSA</i>	Non-exempt
<i>Created</i>	April 2023	<i>Reviewed</i>	April 2023
		<i>Revised</i>	April 2023

Purpose

To perform surveying duties such as survey reviews, calculations, drafting, filing surveys, surveying with both global positioning systems and total stations, and providing technical support associated with public works surveying projects.

Employees within this class are distinguished from Survey Technician III position by the performance of the full range surveying duties and functions of the County Surveyor's Office. Employees at this level receive only occasional instruction or assistance from the County Surveyor and are fully aware of the operating procedures and policies of the department. This classification also differs from the Survey Technician III position in that the Deputy County Surveyor represents the County Surveyor in their absence.

Essential Job Duties

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Officially perform the duties of the County Surveyor during their absence.
- Officially approve survey maps, plats, and legal descriptions on behalf of Clatsop County as directed by the County Surveyor on an occasional basis.
- Prepare survey maps, draft plans and other drawings. 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.
- Use GNSS equipment and software to create survey control points and networks.
- Input data and assist in maintaining databases including filing and recording surveys.
- Use computer software for CAD work such as and including drafting survey projects and to input and receive data for various public works projects. Use computer to store and summarize field data. Maintain files on project status.
- Work with other agencies and the public to address concerns with property line descriptions and locations.
- Locate and reference property corners and rights of way for Clatsop County Public Works crews.
- Review surveys completed 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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Education & Experience

Must possess Oregon Professional Land Surveyor license. Must possess and maintain driving privileges in the state of Oregon.

Knowledge, Skills & Abilities

Knowledge:

- Knowledge of mathematics and surveying principles.
- Civil and structural drafting principles and practices which include the use of Civil 3D software.
- Operational characteristics and applications of data processing equipment including personal computers and related software programs.
- Pertinent federal, state, and local laws, codes and regulations.
- Proficiency in land and construction survey practices and procedures.
- Proficiency with personal computers including standard word processing software, CAD software, reduction of GPS data, GIS software.

Skills:

- Business letter writing and basic report preparation techniques.
- English usage, spelling, grammar and punctuation.

Ability to:

- 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.

Desired Qualifications

Additional four years' experience preparing and reviewing survey maps in the State of Oregon as a licensed land surveyor.

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 60 pounds on hikes up to a half-mile on rugged terrain.



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Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Work in an office setting as well as outdoors in all types of weather, occasionally lifting heavy equipment over uneven slippery terrain often in wet weather. Must work safely within the traffic zones on rural roadways.

Supervision Received and Exercised

Occasionally provide functional and technical supervision over small crews and seldom over 25 when County Surveyor is absent.