



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Surveyor Technician III  
Department: Surveyor  
FLSA Status: Non-Exempt  
Job Code: 1320  
WC Code: 9410  
Effective Date: October 1, 2007  
Last Revised:  
Pay Grade: A15  
Union: AFSCME

#### SUMMARY

Performs advanced surveying work including land history research, field surveys, research of and restoration of public land system corners, and prepares field survey documents to be filed with and approved by the County Surveyor. Performs related work as required. An employee in this classification is responsible for some of the preparation and/or field surveys to be filed with the County Surveyor requiring registration by a Professional Land Surveyor by the State of Oregon. Work is performed under the general supervision of the County Surveyor and or the Senior Survey Technician who reviews work for conformance to established policies, procedures and standards. This is an advanced level technical class position. The Survey Technician III is an employee able to perform the full range of duties, possess the full range of required knowledge, technical and functional expertise, and perform specialized duties in a highly independent manner, with/without the Senior Technicians supervision. Assigned duties require the exercise of judgment and application of technical and specialized knowledge. The employee often does not work in the proximity of the County Surveyor.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Performs research of ownership, legal descriptions, departmental records, court records and other sources to assemble background data and information for survey projects.
2. Prepares or assists with survey information including maps, notes, descriptions, specifications and computations.
3. Responds to inquiries/complaints from the public related to public land corners, DLC, and Patented Mining Claims.
4. Prepares documentation pertaining to the public land corner program to be filed with the County Surveyor.
5. Performs survey field work with/without the Senior Survey Technician, and works with the survey crew.

## SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires a thorough knowledge of surveying principles, practices and procedures. Requires knowledge of surveying government/public corner restoration; reading original general land office notes; recognizing the kind of work/style the original surveyors performed; locating and identifying the original bearing trees; recognizing the ages of 'blazes' on trees; reading and following quadrangle maps and understanding cadastral surveying; use of all types of surveying equipment; and use of new survey programs and field equipment.

Ability to reduce field notes to maps and plans; conduct research and compile information; establish and maintain effective working relationships with other employees, landowners and the public; identify and interpret markings on original corner stones, and determine if found corner is original and corner agrees with the original records; calculate and breakdown a sectional subdivision; understand and utilize GPS (global position system); write notes for corner work; utilize field survey instruments and equipment; and utilize computer software.

## EDUCATION AND EXPERIENCE

Associates Degree in Land Surveying or a related educational field and three years of progressively responsible land surveying experience; or a minimum of six years of progressively responsible land surveying experience; or, any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform above described duties.

## JOB IMPACT

The consequences of error could include financial losses as a result of errors in survey work performed; and possible litigation and embarrassment from improperly performed land surveys.

Typical problems encountered generally revolve around determining land ownership and accurate property lines; ensuring that legal surveys meet appropriate standards; and obtaining permission/access to private property to conduct land surveys.

## JOB CONTACTS

Contact with other government entities and departments, contractors, and the public.

## LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical documents/plans, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to City, County and State departments, local building organizations and builders.

## MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

## REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## OTHER SKILLS AND ABILITIES

Ability to obtain a valid Oregon Driver's License; safe driving record.

## CERTIFICATES, LICENSES, REGISTRATIONS

None

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

Work is performed both in the office and in the field. Field work involves working in adverse weather conditions (e.g. hot, cold, rain, snow) and carrying survey equipment weighing 50 plus pounds. Field work requires ability to climb and crawl through brush, traverse steep terrain and maintain sense of location. The position is impacted by the need for extreme accuracy in performing land surveys.

### PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: For Drawings
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

## Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>