

# CLASSIFICATION ADDENDUM

## Job Title: Surveyor

Classification Specification: Technical Specialist

Barg Unit: OPE

Pay Grade: B23 – B25

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

Under direction of the City Surveyor, the Surveyor reviews and researches, and may prepare legal documents, that include deeds, easements, right-of-way records, improvement agreements; sewer hook-ups, and conditional use permits; competes floor elevation certifications; and occasionally works on the Survey Crew as needed. Examines the work submitted by private sector Land Surveyors; prepares and certifies Land Surveys for filing with the County; signs plats in the absence of the City Surveyor; researches land records for right-of-way and renumeration; performs calculations, prepares legal documents for right-of-way acquisitions and/or vacation; reviews, records, and files legal documents; researches and recommends survey equipment and software; designs, drafts, and writes specifications and cost estimates for projects; develops Requests for Proposals for survey equipment and services; maintains survey-related inventories; assists in the development of spatial data collection methodologies; provides new plat data for updating county maps; represents the City Surveyor as needed. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of engineering or surveying with sufficient professional land survey experience.

#### Licensing Requirements:

- Valid Oregon Driver's license at time of appointment.
- Registration as a Professional Land Surveyor in the State of Oregon.
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#### Knowledge:

- Field and office surveying principles and practices;
- Surveying and mapping principles to include GIS equipment and methodologies;
- Statutory law that pertains to surveys and engineering;
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- Principles of CAD and GIS software.

#### Skills: *(Demonstrated skill in performing the following)*

- Applying certain legal principles to survey tasks and write accurate legal descriptions;
- Analyzing complex survey problems effectively;
- Working effectively with the City Surveyor and private surveyors to uphold appropriate land divisions legal principles.

### Essential Characteristics and Duties Addendum

**Qualification For Grade Progression:** Grade progression is dependent on the years of experience/expertise in position or specialization, AND degree of complexity, coordination and visibility of projects in the community.

B23 – Contributing (applying basic skills)

B24 – Journey (applying some advanced skills)

B25 – Advanced/Lead (applying advanced skills)

### Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Travel as required.

### Addendum History

Created: 2012.01

2016.06 – Revisions by HR

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