

CLASSIFICATION ADDENDUM

Job Title: City Surveyor

Classification Specification: Associate Manager

Barg Unit: Non

Pay Grade: C45

*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

The City Surveyor performs professional land surveying, and either performs or supervises field and office surveying staff in the preparation and review of legal descriptions and assessment rolls for City projects; provides survey services for design and construction of public works facilities; checks and approves land divisions per Oregon statute; conducts boundary surveys and water rights services as needed; maintains pertinent maps, records, and files; prepares and reviews deeds, easements, and agreements for City projects; prepares legal documents; acquires rights-of-way for City projects; contacts and negotiates with affected property owners as required; identifies properties which are in arrears on assessments and coordinates property foreclosures; collaborates with GIS in building and maintaining the City's mapping and data inventories; provides survey information to co-workers, title companies, other surveyors, and the public; may conduct field surveys as needed. Performs related duties as required.

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 surveying with progressively responsible experience in professional surveying activities, including supervisory or lead experience.

Licensing Requirements:

- A valid Oregon driver's license at the time of appointment.
- Registration as a Professional Land Surveyor in the State of Oregon.
- Registration as a Water Rights Examiner in the State of Oregon.

Knowledge:

- Surveying principles and practices;
- Statutory law that pertains to surveys, recording of data, and foreclosure processes.
- Principles of CAD and GIS software.

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

- Utilizing field and office surveying equipment.
- Analyzing complex survey problems.
- Working effectively with other surveyors and the public to uphold Land Division and legal principles of surveying.

Qualification For Grade Progression: N/A

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

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