



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: SURVEY TECHNICIAN I**  
**DATE: DECEMBER 1, 2023**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	County Surveyor	<b>JOB CODE:</b>	405
<b>SUPERVISOR:</b>	County Surveyor	<b>SALARY RANGE:</b>	24
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform basic surveying functions to assist in surveying, drafting, research, data entry, and field work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Assist the Surveyor's Office in the function of surveying county property, restoration of government corners, survey and plat checks, and establishing GPS control.

Perform simple drafting and mathematical functions.

Assist in the maintenance of survey equipment and vehicle.

Perform manual labor as required such as clearing brush, lifting, and hiking while packing survey equipment.

Assist with data entry and maintenance of the Surveyor GIS database.

Assist the public and other governmental agencies with general survey information.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work is performed under the general direction of the County Surveyor who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a two-year degree in land surveying, mathematics, geographic information systems, engineering, or related field. Two years' of increasingly responsible experience as a survey technician. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.



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**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Basic knowledge of surveying equipment, methods, and techniques. Basic knowledge of mathematics including algebra, geometry, and trigonometry. Basic knowledge of federal, state, and local laws, rules, and regulations.

Skill with the use of CAD programs and GIS software along with Microsoft Office products. Skill in operating survey equipment to obtain accurate data.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment. Write clear, concise technical reports according to professional standards.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Make mathematical calculations rapidly and accurately.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. May occasionally require the retrieval of records stored on shelves, which requires lifting and moving bound volumes at floor to ceiling level weighing up to 40 pounds. Field activities require walking, bending, stooping, and climbing and may necessitate the movement of materials in excess of 60 pounds. Additional field activities such as operating a chainsaw, chopping, or digging may be required.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Occasional field work will expose position to various weather conditions and terrains along with exposure to pollens, dust, poison oak, traffic, fumes, and wildlife. Requires driving in remote areas of the county.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in***



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*the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

*Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.*