



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: SURVEY TECHNICIAN II**  
**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>       | P0066       |
| <b>SUPERVISOR:</b>   | County Surveyor | <b>SALARY RANGE:</b>   | 26          |
| <b>UNION (Y/N):</b>  | Yes             | <b>LOCAL:</b>          | AFSCME 1442 |

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**GENERAL STATEMENT OF DUTIES:** Perform advanced surveying functions such as surveying, drafting, calculating, research, data entry, and field work.

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

Survey county property, restore and set government corners, review surveys and plats performed by licensed surveyors for state and local compliance. Layout, set, and adjust GPS control for survey projects.

Research and facilitate survey projects, such as evaluate surveys of record, deeds and other public records. Send Right of Entry letters to affected landowners in accordance with state law. Call and communicate utility locates.

Perform advanced mathematical calculations, understand deed principles, download and analyze survey data, draft surveys, topographic maps, and prepare legal descriptions for County Surveyor review.

Assist the public, county, and other government agencies with research to address survey and property line concerns.

Maintain survey equipment, vehicle, and supplies inventory.

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

Enter data and maintain Surveyor GIS database.

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. This position may nominally supervise or assist volunteers or interns.

**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. Three years' of increasingly responsible experience as a survey technician. Any satisfactory combination of experience and training, which



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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.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possess Land Surveyor In Training certificate or successfully pass the National Council of Examiners for Engineering and Surveying Fundamentals of Land Survey Exam within one year of hire. Must possess a valid driver's license and be insurable under the county's liability policy.

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

Skill with the use of CAD programs and 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 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.
- Interpret and apply federal, state and local laws, rules, regulations, and policies.
- Make mathematical calculations rapidly and accurately.
- Compile, analyze, record, and manage technical data.

**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.



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**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 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.***