



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
CITY SURVEYOR

FLSA Status: Non-Exempt
Bargaining Unit: GPEA
Salary Grade: C40

CLASS SUMMARY:

The City Surveyor is a Professional Technical Stand Alone class. Incumbents are responsible for approving all platting of land within the urban growth boundary including taking and documenting measurements, analyzing and making recommendations related to title rights, and managing aerial mapping projects. Conducts a variety of surveys, including land surveys to determine locations of property lines, boundaries, easements, and rights-of-way; topographic surveys to determine locations, and elevations of existing improvements, structures, and topographic features; engineering surveys for capital improvement projects; and surveys to establish and adjust benchmarks, and surveys to establish benchmarks or monument street center lines. In addition incumbents provide survey support for the City engineering division projects by providing topographic mapping, right-of-way retracement, and survey monument recovery maps as needed thereby ensuring compliance with applicable state statute requirements. Incumbents record data and prepare reports and maps, and serve as an information and data resource to other City departments and contractors.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Designs, creates and maintains accurate geographic information relating to base mapping for the City's GIS. Provides GIS input to the City for fixed assets accounting.
- Conducts timely and thorough research and review including interpretation and development of legal descriptions for transfer of property rights, determination of compliance for subdivision, partition, checking subdivision plats, and property line adjustment plats, dissemination of data and investigation of special requests.
- Records and transfers engineering construction information into the CAD system and GIS.
- Provides professional internal and external customer service and acts as a liaison between surveying and engineering industries.
- Conducts special projects and functions related to public works such as water and sewer utilities and aerial photography projects.
- Provides survey support for City departments by producing topographic maps, right-of-way retracements, and survey monument recover maps as needed to meet project requirements.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

A Bachelor's Degree in geomatics or land surveying and four years of directly related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Experience with Autodesk Civil 3d (AutoCAD) and ESRI ArcMap software preferred.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C
- Professional Land Surveyor License

Knowledge (positions in this class require):

Knowledge of:

- Surveying/GIS principles and practices;
- Oregon Real Time GPS Network (ORGN);
- Geodesy related to map projections - preferably the Oregon Coordinate Reference System (OCRS);
- Personal computers and related software programs;
- Effective and efficient public relations;
- Basic municipal engineering principles.
- Applicable City policies and ordinances; and
- Applicable Federal, State, and local laws, rules, and regulations;

Skills (positions in this class require):

Skill in:

- Research and analysis related to Public Title records;
- Application of CAD and surveying technologies;
- Use of Oregon Real Time GPS Network (ORGN);
- Appropriate and effective independent decision making;
- Effective communication with various departments and contractors to encourage a positive working relationship;
- Project management;
- Survey and title research;
- Writing and mapping land descriptions;
- Writing aerial photogrammetry contracts;
- Utility staking and data collection;
- Using a computer and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or frequently, and/or a negligible amount of force constantly to move objects. Light Work may involve the use of arm and/or leg controls requiring exertion of forces greater than that for Sedentary Work.

Incumbents may be subjected to fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, intense noises, disruptive people, and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents will be required to travel to job sites and may be required to work in excess of 40 hours in a work week.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Revised August 29, 2016