Surveyor
Planning & Development
Salary: $5430- $6109/month (DOE) with Excellent Benefits

Our Community
Yamhill County has approximately 102,000 residents and is a very desirable place to live in the heart of the Willamette Valley wine country. Yamhill County is home to Linfield College and Chemeketa Community College in McMinnville and George Fox University and Portland Community College in Newberg. Yamhill County is centrally located in the Willamette Valley, within close proximity to the Oregon Coast, the Portland and Salem metropolitan areas, and the Oregon Cascade Mountains. Wide varieties of indoor and outdoor recreation opportunities are available. We have the benefits, appeal and superior quality of life found in a small town community, while enjoying active social and cultural lifestyles found in larger metropolitan areas.

The Surveyor
This is a regular full-time position to plan, organize, and direct activities of the Survey Office and coordinate them with the overall purpose of the Planning Department. The surveyor will perform advanced work in making land surveys, work on engineering projects, and re-establish or witness government corners. The person in this position will provide professional surveying services to County departments, establish horizontal and vertical control monuments with state plane coordinates and elevations, verify computations and statue compliance of surveys, partitions, subdivisions, condominiums, and property vacation orders for conformance to survey standards, and other duties as required. Please see the attached job description for full details.

The Benefits
Health coverage - Group medical, dental, and vision insurance coverage for the entire family. For the 2019-2020 plan year, the County paid 99% of the monthly premium and employees paid 1% ($15.90 per month) for the Base Plan. With this plan, employees are eligible for a $100 a month contribution into an HRA VEBA account. Buy-up plans are also available. (Premiums for the 2020-2021 plan year have not yet been determined.)

Retirement - PERS (Public Employee Retirement System) contribution is 100% employer funded, which includes both contribution to PERS pension and IAP accounts (IAP contribution is 6% of salary).

Short-Term Disability – 100% County paid.

Life insurance - $6,000 for employee/$2,000 for spouse and children – 100% County Paid.

Vacation/Sick Leave - Flexible Earned Time (FET) is a combination of vacation and sick leave. To start, you will earn 12.38 hours per month and future accruals increase based on years of service. After a year of service and depending on FET balance, employees may sell-back up to 40 hours of FET per year.
The Qualifications

The position requires a bachelor’s degree in land surveying or related field and six years of experience performing survey work; two years of which should be in a supervisory capacity. Any satisfactory equivalent combination of experience and training which ensures the ability to perform will be considered. Possession of an Oregon Professional Land Surveyor license is also required in addition to a license to drive in the state of Oregon and an acceptable driving record.

The Candidate

Because the position involves extensive contact with the public, the successful candidate must have a demonstrated ability to establish and maintain effective working relationships with co-workers, other County employees/departments, County Administration, the Board of Commissioners, and other agencies in addition to excellent customer service skills. This candidate will be dependable, organized, detail-oriented and have the ability to maintain a professional demeanor in emotional/stressful encounters and to interact with members of the public in a pleasant, tactful, and courteous manner.

Employees must be able to perform the essential functions of this classification with or without accommodation.

The Application Process

Please visit the Yamhill County website at www.co.yamhill.or.us/hr to download an application. You may submit your application by mail (US Postal Service), fax (503-434-7553), e-mail (employment@co.yamhill.or.us), or hand-delivery (535 NE 5th St., McMinnville OR 97128). Please contact our Human Resources Department at 503-474-4901 if you have any questions or need assistance or accommodation with any part of our application process.

Yamhill County is an Equal Employment Opportunity Employer and values diversity. All qualified applicants are encouraged to apply. A completed County application is required. Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation. Veterans are encouraged to apply. In order to receive Veterans’ Preference Points, please be sure to submit the required Veterans Hiring Preference Form.
WORKING TITLE: SURVEYOR  CLASSIFICATION: SURVEYOR
DEPARTMENT: PLANNING  DIVISION: PLANNING
PAY RANGE: NBYCM 26  FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED  WORKERS COMP CODE: 9410
PPE: ATTACHED  REVISION DATE: AUGUST 2020

GENERAL STATEMENT OF DUTIES:
Responsible for planning, organizing and directing the activities of the Survey Office and coordinating them with the overall purpose of the Department of Planning and Development. Performs advanced work in making land surveys, working on engineering projects, and re-establishing or witnessing government corners; assignments often require independent performance of a variety of surveying functions; does related work as required.

Promotes high standards of practice, ethical conduct, safety, teamwork, and cooperation, holding paramount the interests of the public. Supervise staff of professional, technical and office support staff and volunteers. There is considerable contact with private citizens, surveyors, and officials of state and local government agencies to assure compliance with survey standards.

SUPERVISION RECEIVED:
Works with considerable independence under the general supervision of the Director of Planning and Development.

SUPERVISION EXERCISED:
Exercises supervision over subordinate for survey personnel and administrative support personnel as assigned.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Provides professional surveying services to County departments, such as surveying county property, and preparing legal descriptions.
- Establishes horizontal and vertical control monuments with state plane coordinates and elevations.
- Reviews and evaluates surveys, corner reports, benchmarks, descriptions, and deeds.
- Verifies computations and statute compliance of surveys, partitions, subdivisions, condominiums, and property vacation orders for conformance to survey standards.
- Accommodates research of survey records for County departments, land surveyors, and the public to provide, exchange, and clarify information.
- Oversees Public Land Corner Restoration Program.
• Provides instruction to personnel engaged in survey work.
• Maintains survey equipment and supplies inventory.
• Performs monumentation and related note keeping.
• Prepares and enters data into computerized system of records.
• Prepares reports on the status of office and field projects.
• Assists the public and professional surveyors in researching public survey records. Researches records for information related to survey projects.
• Assists the Planning Director in formulating the budget for the Surveyor’s office.
• Monitors and manages fiscal operations to remain within budgetary constraints.
• Performs survey computations using survey software on computers or programmable calculator.
• Processes road vacation requests in coordination with Public Works.
• Maintains a list of foreclosed county properties.
• Answers questions from the public related to foreclosed county properties
• Works with County Counsel to prepare public notices for sale of foreclosed properties.
• Monitors county properties (other than parklands and county rights-of-way) and responds to nuisance conditions, squatters and illegal activities.
• Conducts evictions from county properties in consultation with code enforcement and County Counsel.

JOB SPECIFICATION

KNOWLEDGE OF:
• Advanced mathematics including trigonometry as applied to surveying.
• Surveying, including requirements to complete surveys in the field and office.

SKILL IN:
• Use of surveying instruments, data collection systems, and computers.
• Extensive familiarity with the use of CAD and GIS software.
• Effective communication, both verbally and in writing.

ABILITY TO:
• Conduct research.
• Make accurate survey computations.
• Interact appropriately and professionally with employees, colleagues, and members of the public.
• Communicate effectively, both verbally and in writing.
• Use tools and surveying instruments.
• Perform arduous manual tasks.
• Follow oral and written instructions accurately and efficiently;
• Have good understanding of ORS Chapters 92 and 209.
• Supervise employees as required.
• Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:
A bachelor’s degree in land surveying or related field and six (6) years of experience performing survey work; two years of which should be in a supervisory capacity. Any satisfactory equivalent combination of education, training and/or experience relevant to the position will be considered.

Possession of an Oregon Professional Land Surveyor license.

OTHER REQUIREMENTS:
Ability to secure and maintain a driver’s license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver’s license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:
The employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical that of an office. Work also involves field work and travel to clients’ property and meetings. May encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in home or office environments or during field work may risk exposure to people with irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and abilities. To perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.