

## BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Technical Analyst	C	4	5	Exempt
<b>POSITION TITLE:</b>	County Surveyor		<b>POSITION#:</b>	500324
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		<b>Date:</b>	July 2025	
<b>SERVICE TYPE:</b>		AFSCME		
<b>Employee Name:</b>	Vacant	<b>Department:</b>	Public Works	<b>Supervisor:</b> Laurel Byer
<b>FTE:</b>	1.0	<b>Employment Status:</b>	Regular Full Time	

### Position Summary:

Responsible for all surveying services with regard to the determination of property ownership between private and public lands, boundary surveys, right of way surveys, restoration of government corners, construction surveys, and surveying related projects for Public Works and other county departments. Responsible for the filing of subdivision plats, partition plats and boundary surveys for compliance with Oregon Revised Statutes Chapters 92 and 209 that are submitted by Professional Land Surveyors. Negotiate property acquisitions, resolve conflicts, and provide technical assistance to county departments. Responsible for exercising work supervision and control (as defined by Oregon Revised Statutes, Chapter 672.002,) and performing all the other duties of a Professional Land Surveyor in executing and completing complex surveying projects. Work as team leader, member, coordinator and mentor within the Surveying and Engineering workgroup. Provide leadership for the Surveying Program.

### Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<b>MFA: County Surveyor</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Reviews Surveys, Partition Plats, and Subdivisions.</li> <li>Responsible for all surveys filed in Benton County by evaluating and approving all land surveys, partition plats and subdivision plats filed by professional land surveyors to ensure compliance with the Oregon Revised Statutes 92, 209.250, and Benton County Map Standards.</li> <li>Interacts with title companies, attorneys, engineers, planners, and city, county and state jurisdictions with regards to platting requirements.</li> <li>Serves as principal advisor and subject-matter expert on surveying issues; evaluates and analyzes technical issues, develops solutions, advises on specialized areas of technical expertise, and assures survey projects are delivered on time and within budget.</li> <li>Assures effective communication of technical surveying issues; assures all operational, legal, technical, and financial issues are properly addressed and resolved; interprets and explains federal and state rules and regulations to clients, County departments, and the general public.</li> <li>Directs, prepares and reviews legal descriptions, annexation descriptions, deeds for right of way acquisitions, dedications, road vacations, easements, and other documents which may impact County owned property that are required to comply with County, State and Federal laws and regulations.</li> </ul>	35%

2	<b>MFA: Corner Restoration Program</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Establishes guidelines and procedures for survey staff in the establishment and reestablishment of government corners.</li> <li>Oversees the Corner Restoration Program per Oregon Revised Statute 209.</li> <li>Conducts land surveys for maintaining or re-establishing Public Land Survey System (PLSS) corners.</li> </ul> Reviews all public land survey corners re-established by survey staff.	25%
3	<b>MFA: General Survey</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Directs and coordinates surveying activities within the workgroup.</li> <li>Directs, prepares and reviews surveying projects for public works and other county departments.</li> <li>Identifies, negotiates and acquires right of way and/or property needs for public works and other departments.</li> <li>Compiles, interprets and analyzes complex research data for road rights of ways and boundary surveys.</li> <li>Certifies complete and accurate survey work by stamping with the Professional Land Surveyor's seal.</li> <li>Operates complex land surveying instruments such as total stations, levels and survey grade GPS systems.</li> <li>Performs complex professional and technical work.</li> <li>Performs cost analysis and administers contracts for survey projects.</li> </ul>	15%
4	<b>MFA: Provides Records Management and Analysis of Record</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Maintains the official records of all surveys made by the County Surveyor, County staff, and Private Surveyors pursuant to Oregon Revised Statutes. 368.101, 368.206, 209.250, and 92 including the road name list, surveys, Public Land Survey System (PLSS) corners, subdivisions, and partition plats, and road records.</li> <li>Maintain files for new road survey maps, partition and subdivision plats, PLSS corners, and makes changes to maps by recording affidavit of correction.</li> <li>Indexes new and existing records for dedicated and vacated public and county roads.</li> <li>Procures surveying and engineering supplies and equipment for the reproduction of research information to the public.</li> <li>Conducts comprehensive research on road rights-of-way for Public Works, Legal Counsel, Community Development, other governmental agencies, title companies and the public.</li> <li>Oversees the addressing program for new and existing properties.</li> <li>Assists the public on how to vacate public and county roads, naming new roads, checks for correctness per the Benton County Code and writes Board of Commissioner board orders, sends out notices for a hearing and attends hearing.</li> </ul>	15%
5	<b>MFA: Provide Support for Engineering Design</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Works with engineers in the preparation of plans for construction projects.</li> <li>Reviews plans and performs computations for the layout of construction projects.</li> <li>Collaborates with the County Engineer, Civil Engineers, and Engineer Associates on projects such as bridges, culverts, roads and bike paths.</li> </ul>	10%
	<b>And other duties as assigned.</b>	
<b>Percentages should total 100%</b>		<b>100%</b>

Special Requirements :

- Bachelor Degree in Surveying, Civil Engineering or related field;
- Possession of or ability to obtain a valid Oregon Driver's License within 30 days of hire date; and
- Professional Land Surveyor License from the Oregon State Board of Examiners for Engineering and Land Surveying, or ability to obtain by comity/reciprocity of certification from another state within six months of hire.

Physical Requirements:

Work is performed in a standard office environment and in the field. There is frequent sitting, standing, walking, hiking, sledge hammering, chain saw use, and push-pull motions.

**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.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_