



UMATILLA COUNTY POSITION DESCRIPTION



Department:
Position Title:

Public Works
Survey Superintendent

Employee Name: _____

Effective Date: _____

Job Series:

Salary Range: 30

Union Covered: No

BOLI Exempt: Yes

GENERAL DESCRIPTION OF POSITION

Under the general supervision of the Public Works Director, the Survey Superintendent shall manage and supervise the functions of the Survey Section and its employees. The person will also provide management and contract administration oversight to the County Surveyor. The person shall be responsible for section management as follows: Road Department Surveying; Public Works Construction inspections, surveying and documentation; Traffic Safety administration; Bridge documentation and rating records; Government Regulatory Permitting Process and applications necessary for public works projects and maintenance work.

SUPERVISORY RELATIONSHIPS

The Survey Superintendent shall function under the direction and supervision of the Director of Public Works Director. The superintendent shall directly supervise the surveying Technician and work in concert with the Office Manager to provide direction and oversight of the Survey Clerk and associated staff.

PRINCIPAL DUTIES OF POSITION

1. **Public Works Surveying.** Will supervise or perform all surveying and drafting duties, including but not limited to research and documentation of road vacations, legalizations, transfers, local improvement districts, and all right-of-way under County jurisdiction.
2. **Construction.** Will perform or supervise surveying, grade staking, inspection and documentation as well as acquire appropriate permits for County construction projects.
3. **Traffic Safety.** Will participate in or be responsible for directing functions related to signing, striping, accident investigations (engineer reports), legal research relative to road dept. requirements and traffic counts.
4. **Bridges.** Will be responsible for all documentation, loading ratings, and bridge notebooks. Will coordinate computer programs relative to the bridge program.
5. **Regulatory Permits.** Will be responsible for researching, completing, applying for and monitoring all required applications for construction permits for projects involving the US Army Corps of Engineers, Division of State Lands and Tribal Government, as applicable.

6. **County Surveyor Oversight.** The superintendent shall be responsible to Umatilla County and the Public Works Director for contract administrative oversight for the County Surveyor Contractor. Additionally, the superintendent shall directly supervise the activity of the ½ time Surveyor Clerk employee in support of the County Surveyor Contractor.

PRINCIPAL DUTIES OF POSITION (Continued)

7. **Budget.** The superintendent will develop and maintain (with the assistance of the contracted County surveyor) the County surveyor budget as well as the Land Corner Preservation budget
8. **Additional duties** as needed or as prescribed by the Director of Public Works.

REQUIREMENTS FOR POSITION

- The Survey Superintendent shall be familiar with and skilled in surveying principles and methodologies.
- The person should be a Registered Professional Land Surveyor in the State of Oregon.
- The person should have extensive drafting and surveying skills.
- Formal training in or two years' experience and demonstrated knowledge in bridge, road construction and inspections is preferred but not required.
- Additionally, it is preferred that the person be familiar with the regulatory permitting processes related to Public Works, Bridge and Road construction.
- Additionally, it is preferred the person be familiar with traffic safety techniques, surveys and regulatory requirements.
- Have a demonstrated ability to administer personal service contracts.
- The person shall be skilled in interpersonal relationships and principles of supervision.
- Must possess a current valid driver's license.

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here 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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands and fingers, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Work vehicle, computer; including word processing, data base, Internet, and spreadsheet programs, calculator, telephone, copy machine, fax machine, large scale plotter/scanner, surveying instrument/equipment and maps.

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 the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee regularly works in outside weather conditions and will be subject to extreme cold, heat, wind, rain. The noise level in the work environment is usually quiet but will vary during field work.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date