

LINN COUNTY CLASSIFICATION

TITLE: SENIOR DRAFTSPERSON
NUMBER: 865
PAY RANGE: 15
CATEGORY: SEIU

APPROVAL ORDER
NUMBER: 2008-384
DATE: September 10, 2008

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs complex computer and manual drafting and computing in processing land surveys, subdivisions, road surveys, and GPS network surveys. Work includes minor supervisory responsibility.

SUPERVISION RECEIVED: Works under the direction of the County Surveyor or the Chief Deputy Surveyor, who assign duties, reviews work and evaluates performances.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of positions in this classification; however, experienced employees may be asked to assist with the job training of current or new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Draw and plot the following: Road maps and surveys from descriptions, coordinate and/or survey field notes; road acceptances and vacations for filing in the Book of Road Records; preliminary traverse work maps for the field crews.
2. Compute closures and acreages of land surveys using coordinate geometry programs or graphically on the computer.
3. Check private land survey maps for compliance with ORS Chapters 92, 100, 672, 209 and OAR's as well as check accuracy of said plats.
4. Perform other related work including drawing and plotting crime scenes and accident reconstruction drawings for court cases, some of which might be of a graphic or violent nature.
5. Perform other related work including drawings for other departments as approved by the County Surveyor. Assist with preparation and maintenance of survey applications within the GIS environment.
6. Assist answering questions from the public concerning road and survey records in person, by Email or over the telephone when necessary.
7. Research government corners, road record information, and surveys for future projects.
8. Prepare road maps and surveys of County property for recording or filing.
9. Plan GPS projects, operate GPS equipment, and process data collected into usable coordinates and maps.

10. Plan conventional projects, operate, download and process data collected into usable coordinates and maps.
11. Maintain, update and troubleshoot software and equipment for GPS, Survey Instruments and controllers, computers, data bases, and the surveyor webpage.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Through knowledge of: terminology, methods, practices, techniques and instruments used in drafting and mapping; cartographic drafting and various graphic techniques; computer assisted drafting software programs (AutoCAD release 2007 or newer); coordinate geometry software programs (Trimble Geomatics Office, SurvCADD); mathematics, including algebra, geometry and trigonometry; office management techniques and practices.

Considerable knowledge of: survey methods, techniques and practices; laws governing road and land surveys; Surveyor's Office records and maps; principles, theories and methods of Geographic Information Systems (Arc/Info, Arc/View), particularly as they pertain to GIS software.

Ability to make mathematical calculations rapidly and accurately; use and properly care for drafting instruments and related drafting aids; prepare and interpret a wide variety of maps, drawings, charts and legal descriptions; interpret and apply laws, rules and regulations governing land surveying; communicate effectively, both orally and in writing; establish and maintain effective working relationship with subordinates and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Three years of progressively responsible cartographic or drafting experience which includes at least two years of experience working in a Surveyor's Office and graduation from a two-year college with an Associate Degree in Cartography or Drafting; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed primarily in an office setting with a requirement to travel to inspect job sites whenever necessary. The work requirements include the ability to see, talk and hear, sit and stand, walk, bend and stoop, handle or operate objects or controls, and reach with hands and arms. Must be able to lift and carry up to forty (40) pounds.