



Survey & Mapping Support Specialist

Category: Classified
Pay Grade: C27
Job Code: 16738

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs responsible, highly skilled technical work providing survey and mapping services or the application of computer hardware and software in a land survey environment; performs advanced assignments and the daily review of both internal and external surveys and survey-related products to ensure coordination with other divisions and outside consulting firms; assists with divisional computer hardware and software upgrades, enhancements, installation, and maintenance.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Serves as a quality control resource for surveys completed by County employees, contract employees, or consultants to ensure the accuracy and uniformity of data being entered into the system;
- Performs research of public records, specialized applications, and other available resources to gather specific information related to County projects;
- Performs detailed quality control for complex technical survey and survey products completed by County employees;
- Prepares management reports from a variety of applications as requested;
- Evaluates and recommends software and implements computer applications in a land survey environment;
- Prepares detailed documentation, including manuals, for the use of applications software;
- Processes and responds to requests from private surveyors, title companies, or citizens requesting information, maps, or documents;
- Performs tests for error detection reported by the system or users, documents errors, and performs modifications or corrections as required;
- Provides technical assistance for less experienced personnel in performance of assigned tasks;
- Troubleshoots and resolves various general use, software, and hardware issues;
- Develops on-going training programs in use of computer systems and application programs;
- Maintains and inventories workstations and equipment;
- Trains employees in survey and mapping work and County standards for mapping;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of experience in the operation and coordination of software applications and hardware maintenance in a land surveying environment; or six (6) years of experience in Land Survey and Mapping Work; or a Bachelor's degree in computer science, engineering, surveying, or related field and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of automated mapping and land base information systems;
- Knowledge of communications hardware and software and networking;
- Knowledge of land surveying practices and procedures as applied to public works projects.
- Ability to troubleshoot and resolve routine software, hardware, and network problems;
- Ability to organize and conduct technical training classes for non-technical users;
- Ability to establish and maintain effective working relationships with employees and outside agencies as necessitated by the work;
- Ability to use small office equipment, computers, and highly technical computer applications;
- Ability to use or repair small and medium equipment and machinery.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.