



Professional Surveyor & Mapper

Category: Exempt
Pay Grade: E24
Job Code: 16778

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 professional surveying and mapping work in support of various county projects, programs, and activities. Signs and seals maps, reports, and land descriptions as the Professional Surveyor and Mapper of Record. Responsible for the supervision, development, and safety of technical staff; as well as planning, coordinating, directing, and reviewing the work of subordinate staff and consultants engaged in surveying and mapping activities for planning, design, construction, real estate transactions, permitting, operations, maintenance, and other efforts. Work involves planning, coordination, and management of many simultaneous projects; contract administration; and extensive coordination with consultants, contractors, and other disciplines. The incumbent may also serve as a subject matter expert and lead representative on professional, technical, and administrative matters. The incumbent reports to the section manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Manages, plans, and coordinates surveying and mapping efforts and initiatives within a unit or organization.
- Supervises, plans, directs and coordinates work of technical staff involved in boundary, topographic, hydrographic, subsurface utility, geodetic, and construction surveying and mapping; title research; preparation of land descriptions; and related activities;
- Signs and seals land descriptions, survey maps, and reports prepared by the employee or subordinate staff as required by state statutes;
- Develops, implements, and enforces policies and procedures to ensure compliance with appropriate laws, permits, regulations, codes, and standards; alignment with strategic plans and initiatives; and adherence to safe work practices;
- Conducts and coordinates contract administration services for consultant surveying and mapping contracts which includes developing and reviewing scopes of service; reviewing, negotiating, and approving proposed staff hours; coordinating and facilitating work efforts; providing research; tracking and reporting on consultant's progress; attending meetings; and reviewing and approving work products and invoices;
- Conducts, coordinates, and supervises quality assurance reviews of surveying and mapping deliverables prepared by in-house staff and consultants to ensure compliance with Florida statutes, county standards, and other applicable laws and regulations, as well as satisfaction of project and permit requirements;
- Reviews proposed subdivision plats, easement descriptions, and petitions to vacate submitted by private entities and coordinates with other departments to ensure compliance with Florida statutes, county standards, other applicable laws and regulations, and the public interest;
- Serves as a division representative and subject matter expert on capital improvement project teams involved in planning, coordination, contract scope development and review, land acquisition, and review of plans and specifications;
- Coordinates with departments and divisions across the county to support the planning and implementation of various projects, programs, and initiatives;

- Provides advice, education, and training to other departments and divisions on topics such as land boundaries and title, easements and rights-of-way, geodetic datums and map projections, subsurface utility engineering, and surveying and mapping procedures and technology;
- Acts as advisor to the county attorney on cases involving land survey-related matters;
- Provides professional and technical guidance to survey, mapping, and research staff;
- Evaluates performance, provides feedback, assists in setting and accomplishing professional goals, and conducts and facilitates training for subordinate staff;
- Oversees and manages the testing, evaluation, purchase, and implementation of surveying, mapping, and related hardware and software;
- Coordinates with other disciplines to plan, review, update and improve CAD and GIS software systems;
- Responds to public inquiries pertaining to land records and land survey related information;
- Responds to requests from the Board of County Commissioners, County Administrator, and other departments within the county involving land survey-related matters;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Florida registration as a Professional Surveyor and Mapper and eight (8) years of survey experience directly related to boundary or right of way, design, or construction of major public works projects that includes two (2) years of team lead, supervision, or supervisory training; or a Bachelor's degree with coursework in survey and mapping in combination with Florida registration as a Professional Surveyor and Mapper plus four (4) years of experience as described above; or a Florida registration as a Professional Surveyor and Mapper and 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.
- Possession, maintenance, and/or ability to possess and maintain appropriate professional certifications and designations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the practice of land surveying and the law and Florida Statutes pertaining to land surveying;
- Knowledge of modern land surveying practices and procedures as applied to public works projects;
- Knowledge of modern developments, current literature, and sources of information for land surveying;
- Knowledge of office automation and data processing principles and practices;
- Knowledge of project management;
- Skill in the use of land surveying instruments and equipment;
- Skill in hardware/software diagnostic procedures;
- Skill in identifying discrepancies between drawings and specifications;
- Skill in negotiations with consultants;
- Ability to troubleshoot and resolve routine software, hardware, and network problems;
- Ability to organize and conduct basic training classes for non-technical users;
- Ability to present clear and concise reports, orally and in writing;
- Ability to supervise and lead subordinates to meet organizational goals, objectives, and deadlines;
- Ability to implement complex software or management systems, capital improvement plans, major construction projects, and new technology systems.

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.

- **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.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **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.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **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.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **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.