



Professional Land Surveyor Supervisor

Category: Exempt
Pay Grade: E24
Job Code: 16783

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 land survey work responsible for supervising coordinating crews, land survey personnel, and the computer systems requirements; performs surveying activities and is responsible for the supervision and review of subordinates technical services and work products that support land survey and construction projects; perform complex work duties and involve public contact concerning county survey activities; signs and seals documents as Surveyor and Mapper of Record as responsible charge.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises, plans, directs, and coordinates major efforts of County's land survey crews responsible for plane, geodetic, and hydrographic surveying;
- Writes, approves, and signs and seals legal descriptions, sketches, boundary surveys, right-of-way maps, and other important and significant official government documents;
- Conducts training and educational programs for employees to enhance surveying performance and reliability;
- Researches, recommends, and prepares solutions to hardware/software problems, and provide technical advice to staff;
- Handles all electronic transfers of files and storage;
- Directs land, right-of-way, and location surveys, prepares land descriptions, final estimates, miscellaneous office calculations, plus performs field and construction surveys;
- Supervises and schedules technical staff engaged in computer aided map preparation, drafting of legal descriptions, title searches, and related activities;
- Certifies plans, specifications, plats, reports, and other documents for public works projects;
- Conducts training programs for employees in proper work and safety methods;
- Acts as advisor to County Attorney on cases involving surveying actions;
- Performs information processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, routine information terminal operations, and programming/reprogramming;
- Develops and implements policies and procedures to ensure compliance with appropriate laws, permits, regulations, and codes;
- Provides advice, education, and training in the areas of boundary and topographic surveys, types of easements, right of way determination, survey control, map projections, datums to datum conversion to other departments and divisions;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Florida registration as a Professional Land Surveyor and six (6) 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 Land Surveyor plus two (2) years of experience as described above; or a Florida registration as a Professional Land Surveyor 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. 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.
- **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.