

# LAND SURVEY SUPPORT SPECIALIST

Job Code	Pay Grade
16738	CL17

## Nature of Work

This is specialized, technical work in the application of computer hardware and software in a land survey environment. Work involves responsibility for the daily review of both internal and external surveys and to insure coordination with other departments and outside consulting firms. Work also includes assisting the Land Survey Specialist with departmental computer expansion, enhancement, installation and maintenance. An employee in this class gives technical direction or provides training and support to other engineering personnel and is expected to exercise considerable judgment in resolving problems.

## Minimum Qualification Requirements

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

## Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Serves as a quality control resource for surveys completed by county employees, contract employees or consultants to insure the accuracy and uniformity of data being entered into the system.
- 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.
- 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.
- Develops on-going training programs in use of computer systems and application programs.
- Performs related work as assigned or required.

## 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.

For official use only

Created	EEOC Code	Overtime Code
1/05	Technicians	Classified