

PROFESSIONAL LAND SURVEYOR SUPERVISOR

Job Code	Pay Grade
16783	SM6

Nature of Work

This is professional land survey work responsible for supervising coordinating crews, land survey personnel, and the computer systems requirements. The incumbent is responsible for surveying activities and is responsible for the supervision and review of subordinates technical services and work products that support land survey and construction projects. Employees in this class perform complex work duties and involve public contact concerning county survey activities. Assignments are broad in scope with considerable opportunity for exercising independent professional judgment and the incumbent makes technical decisions of considerable difficulty. The incumbent signs, and seals documents as Surveyor and Mapper of Record as responsible charge. The position reports to a senior manager, supervisor or designee.

Minimum Qualification Requirements

- Florida Registration as a Professional Land Surveyor and 6 years survey experience directly related to boundary or right of way, design or construction of major public works projects that includes 2 years of team lead, supervision or supervisory training, or
- Bachelor's degree with course work in survey and mapping in combination with Florida Registration as a Professional Land Surveyor plus 2 years experience as described above; or
- Florida Registration as a Professional Land Surveyor and 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.)

- 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.
- Performs related work as assigned or required.

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.

PROFESSIONAL LAND SURVEYOR SUPERVISOR (continued)

Job Code	Pay Grade
16783	SM6

Knowledge, Skills, and Abilities (continued)

- 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.

For official use only

Created	EEOC Code	Overtime Code
4/13	Professional	Exempt