

MAJOR FUNCTION

This is advanced professional and supervisory work in land and engineering surveying. An employee in this position is responsible for performing professional land surveying activities including planning, scheduling, and directing land and engineering survey and right-of-way engineering activities for the City. Work is performed under the general supervision of a higher level technical/administrative employee and is reviewed through conferences and reports for the achievement of desired results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Directs City surveying activities. Coordinates the preparation of expert testimony and exhibits regarding survey matters. Provides expert testimony. Certifies official maps and plats. Directs the preparation and certifies right-of-way reservation maps for public facilities. Supervises survey crews, including direction and review of their engineering and land surveying activities. Performs and supervises complex land and engineering calculations. Prepares, supervises preparation of, reviews, and certifies right-of-way maps and legal descriptions. Directs and certifies land and engineering surveys of City owned properties, easements, right-of-ways, and construction. Directs preservation and remonumentation of land corners, bench marks, and other horizontal and vertical control points. Directs the establishment of GIS and photogrammetric controls and coordinates requests for photogrammetric service. Coordinates survey activity requests from various departments with City and Assistant City Engineer. Responds to questions from the general public concerning survey information. Reviews all City related property descriptions and survey information. Reviews subdivision plats for conformity to City Ordinances, State and local laws, and prepares agenda requests for City Commission action related to this activity. Conducts research to update land survey methodologies and directs the training of personnel. Prepares annual budget requirements for personnel and equipment and submits projections to supervisor. Prepares reports as required. Performs other related duties as required.

Other Important Duties

Develops resolution and legal description of annexed areas and updates City Limit legal descriptions. Performs other related duties as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles, practices, techniques, equipment, laws, regulations and legal aspects of land and engineering surveying. Knowledge of the basic principles and practices of civil engineering. Knowledge of materials, methods and techniques of road, sanitary sewer, and water distribution system construction. Ability to read and interpret engineering plans, plats, and technical reports. Ability to testify in court on the legal aspects of land and engineering surveying. Ability to operate and maintain high technology surveying instruments, reduce field notes and make complex field and office surveying computations. Ability to supervise the work of subordinate technical employees. Skill in the use of a microcomputer and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and six years of experience as a registered land surveyor in planning, organizing, and directing the work of survey crews engaged in civil engineering and land surveying; or possession of an associate's degree in surveying and four years of registered experience; or an equivalent combination of training and experience.

Necessary Special Requirements

Registration by State of Florida Department of Professional Regulation, Board of Land Surveyors/Mappers as a Florida Surveyor/Mapper at the time of appointment.

Must possess a valid Class E State driver's license at the time of appointment.

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01-25-11*