

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*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.*

### **SURVEY PARTY CHIEF**

**Department:** Office of the County Engineer  
**Pay Grade:** 108  
**FLSA Status:** Non-Exempt  
**Job Class:** 3111  
**Risk Code:** 5506

#### **JOB SUMMARY**

Responsible for performing supervisory and advanced technical work in directing a field survey party.

#### **ESSENTIAL JOB FUNCTIONS**

- Directs a field crew engaged in survey measurement in the field.
- Supervises daily field operations and provides instructions to subordinates in the proper field procedures.
- Follows detailed written and oral instructions given by the county surveyor and resolves any problems encountered in the field.
- Instructs subordinate personnel in surveying procedures appropriate to a particular assignment.
- Oversees all information taken in the field and the reduction and management of this data.
- Takes fieldnotes and compiles daily progress reports.
- Reads plats of survey, technical documents, legal descriptions, construction plans, right-of-way maps, and field books and interprets data in light of field requirements.
- Checks all work to ensure completeness and accuracy.
- Analyzes and compares field data with record data.
- Conducts field work for topographic, hydrographic surveys, as built surveys, boundary, construction stakeout surveys, and other type surveys as needed.
- Provides training to subordinate personnel.
- Oversees proper care, use, and storage of survey equipment.
- Oversees survey supplies and inventory for the crew.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for directly and regularly supervising work of a relatively small number of employees (two or more) under the supervision of the County Surveyor. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training and assisting in evaluating job performance.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree or equivalent; and three (3) years' experience in land surveying work; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

- Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.
- Professional Surveyor and Mapper License preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers and employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise some judgment in selection of procedures, methods, tools, or equipment to own work to accomplish tasks.
- Knowledge of the principles and practices of surveying.
- Knowledge of land surveying technology.
- Knowledge of Minimum Technical Standards of Surveying and Marion County's Land Development Code.
- Skills in computers for data entry, records maintenance, and word processing purposes.
- Ability to prepare technical reports.
- Ability to communicate effectively and tactfully with members of the general public.
- Ability to organize work and meet multiple deadlines.

- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL 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. While performing the duties of this job, the employee will regularly be required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell; frequently required to stand, walk, use hands to finger, handle or feel, talk, or hear.

**WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to high, precarious places, toxic or caustic chemicals; will regularly be exposed to fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E.*** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.