

# 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.*

### COUNTY SURVEYOR

**Department:** Office of the County Engineer  
**Pay Grade:** 116  
**FLSA Status:** Exempt  
**Job Class:** 3026  
**Risk Code:** 5506

#### JOB SUMMARY

Responsible for the application of survey technology relative to the production of maps, plats, and related survey documents and supervising the daily operations and activities of County survey personnel in the Office of the County Engineer.

#### ESSENTIAL JOB FUNCTIONS

- Performs professional surveying and mapping duties in accordance with the Florida Department of Professional Regulation Board of Surveyors and Mappers, pursuant to Chapter 472, Florida Statutes.
- Organizes and assigns daily work. Plans, directs, schedules, and oversees the completion of survey activities. Meets with supervisors to discuss job status and establish priorities.
- Assists survey technicians and instructs field supervisory staff in work necessary to produce final field surveys. Performs review of final work product. Reviews all surveys prepared by the Office of the County Engineer.
- Researches plats, field notes, and technical documents which affect a land survey project.
- Performs and/or assigns survey computations for the production of right-of-way maps, boundary surveys, topographical surveys, utility maps, alignment maps, aerial surveys, maintenance mapping, horizontal and vertical control, legal descriptions, description sketches, and any special mapping request affecting any survey related assignment.
- Provides technical expertise to subrogate staff members, other county departments and agencies by offering professional consulting and coordination of survey work to ensure compliance with State and County regulations.
- Researches and analyzes potential of new survey technology to increase the efficiency of surveying related operations.
- Conducts employee supervision and performance evaluations and makes recommendations regarding merit increases and discipline.
- Reviews subdivision plats for accuracy and compliance with State statutes and the Marion County Land Development Code.

- Reviews changes to the Marion County Land Development Code and other county regulated guidelines, verifying compliance with applicable Florida laws, regulations, and standards of practice.
- Reviews consultant submittals, construction plans, right-of-way maps, legal descriptions, and sketches for Capital Improvement Projects.
- Acts as a liaison for other County departments regarding land survey issues. Works closely with other departments and agencies coordinating survey projects.
- Supervises research of legal descriptions and boundary surveys for project planning. Writes, approves, signs, and seals land boundary descriptions and prepares certified sketches.
- Supervises the preparation of surveys and mapping projects, prepares scope of work, and signs finished documents in compliance with Florida Statutes.
- Supervises the use of and is responsible for GPS (Global Positioning System) program in conjunction with the Florida Permanent Reference Network.
- Supervises archived survey information and release of the information to the public.
- Performs field reviews and inspection for improvement plans submitted to the County.
- Receives and evaluates citizen and business complaints. Coordinates the correction of such problems within assigned area or forwards to appropriate staff.
- Conducts field reviews of complaints and inquiries to analyze areas in question and provide information related to necessary corrective measures.
- 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) with direct supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

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

Bachelor's Degree in relevant field or equivalent; and eight (8) years' experience in land surveying work, with four (4) years of which in a supervisory capacity; 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 Survey and Mapper License in the State of Florida.

- Maintenance of Traffic (MOT) Intermediate.

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

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to management, public groups, and/or boards.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to perform complex geometry calculations to resolve discrepancies in existing surveys and right of way maps, and in proposed alignments and drawings for control.
  
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develops plan, policies, specifications, and programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Knowledge of land surveying technology.
- Knowledge of Minimum Technical Standards of Surveying and Marion County's LDC.
- Knowledge of Marion County codes related to survey.
- Knowledge of survey standards, surveys, and layout for design and construction.
- Ability to understand and write legal documentation concerning land boundaries and history.
- Ability to make complex calculations to determine precise locations of property.
- Ability to evaluate survey problems in the field, determine whether or not there are feasible solutions and, if so, then select and implement the most cost-effective solution.
- Ability to deal courteously and effectively with the public and 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 heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly 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; and 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 frequently be exposed to outdoor weather conditions, in wooded or swampy locations, in extreme cold and extreme heat; work near moving mechanical equipment with fumes or airborne particles, adjacent to or in roadways near moving traffic; and will regularly be exposed to work in high, precarious place, and with vibration.

***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.***

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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.*