

REGISTERED LAND SURVEYOR MANAGER

CODES/PAY RANGE

Class Code:

EEO Code:

Pay Range: 217

MAJOR FUNCTION

Highly technical work in the preparation of data for right of way maps, road plans and profiles, and reviewing of subdivision plats including the management and supervision of assigned staff.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, directs, and supervises staff to include the conduct of staff meetings; planning, coordinating and scheduling of staff activities; implementation of performance measures and evaluations.

Coordinates and interfaces with engineering, consultants and other staff.

Performs calculations on curve data, super-elevation data, spiral curve data and checks figures.

Checks records of property ownership for use in writing legal descriptions or giving information to the public.

Supervises computer aided drafting program, knowledge and experience with AutoCad version 2004 or later preferred. Handles special projects.

Prepares and reviews legal descriptions used to convey land into or out of the county ownership and for other reasons

Provides technical assistance to GIS and others as requested.

Performs and certifies surveys as required. Coordinates contracts with private surveyor working for the county.

Reviews proposed subdivision plats and approves as meeting the requirements of Chapter 177 F.S.S. the platting law, and the Volusia County Land Development Code (knowledge of the code to be acquired after employment).

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of land surveying. Knowledge of materials, methods, and techniques of public works construction. Knowledge of principles and techniques of management and supervision.

Ability to read and interpret moderately complex engineering plans, plats, and profiles. Ability to prepare and submit clear and precise technical reports. Ability to operate surveying instruments, reduce and plat field notes and make computations. Ability to write legal descriptions. Ability to communicate effectively orally and in writing. Ability to coordinate, plan and schedule multiple projects. Ability to establish and maintain effective working relationships with employees, citizens, state and federal officials.

Skill in the use of surveying or drafting instruments.

MINIMUM QUALIFICATIONS

Registration by the State of Florida as a Registered Land Surveyor and three (3) years field and supervisory experience.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk, grasp; finger dexterity. Limited requirement to traverse construction sites.

Environmental Demands: Inside work. Limited exposure to construction sites with dust, fumes, chemicals, inclement weather (heat, humidity, cold, rain.)

Mental Demands: Ability to read and comprehend technical and scientific manuals, journals, procedures; mechanical drawings, blueprints, maps; legal descriptions and instruments; policies, procedures, letters, memos. Ability to perform advanced mathematical functions. Ability to write legal descriptions, memos, evaluations, opinions, reports. Ability to speak clearly and concisely.