

**MAJOR FUNCTION**

This is semiprofessional land surveying and mapping work in the office. An employee in this position is an assistant to the City Land Surveyor and provides support for the coordination of land surveying activities that the department is tasked with. Work involves the responsibility for the planning and preparation of specifications for surveying projects. Work includes the review for accuracy and completeness of drawings and other work prepared by office technicians. Supervision may be exercised over lower-level technical personnel. Administrative and professional direction is received from the City Land Surveyor. Considerable independent judgement is exercised in planning work details and making technical determinations. Work is performed under the supervision of the City Land Surveyor and is reviewed through conferences and reports for the achievement of desired results.

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

Provides technical assistance to and works directly with the City Land Surveyor to facilitate the daily operations of the survey department. Performs computer aided drafting and design (CADD) drawings that conform to the Florida minimum standards of practice for surveyors and mappers. Prepares and reviews legal descriptions. Assists with the coordination survey requests from various departments within the city and prepares cost proposals for surveying services. Provides support to the City Land Surveyor in reviewing surveying activities performed by field and office personnel. Provide technical assistance with the preparation and review of surveys of city owned properties, easements and right of way maps. Assists the City Land Surveyor with reviews of proposed subdivision plats for conformity to City ordinances, as well as state and local laws and prepares agenda requests for the city commission action related to the plat. Assist the City Land Surveyor with preparation of legal descriptions of annexations. Performs other related duties as required.

**Other Important Duties**

Assist consultants, other departments and the general public with survey related information requests. Assists with training and providing technical support to engineering and survey technicians. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles, practices, techniques, laws, regulations and legal aspects of land surveying. Thorough knowledge of mathematics through trigonometry and plain geometry. Knowledge of GIS system, computers, Computer Aided Design and Drafting (CADD), databases and surveying equipment. Ability to read and interpret engineering plans, plats and technical reports. Ability to communicate effectively and maintain working relationships with customers, contractors, developers, co-workers and the general public. Ability to coordinate activities in relation to utilities and customers' needs. Ability to understand and follow complex oral and written instructions. Skill in performing CADD design and drafting with microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and seven years of experience in the area to which the position is assigned; or possession of an associate's degree in surveying and mapping and five years of experience or an equivalent combination of training and experience.

**Necessary Special Requirements**

Possession of valid class "E" State driver's license at the time of appointment.

Established: 12-15-21