### Job Overview Summary:
This is specialized technical and administrative work coordinating the production and delivery of land surveying services. Work involves responsibility for developing the scope of services required for survey task requests, estimating the cost and schedule requirements for the scope of work, obtaining approvals and monitoring the delivery of services through completion of the task. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Work is reviewed through conversation, observation, and the analysis and evaluation of reports and results achieved.

### Duties:
- Performs document research, field checks, and meets with department personnel as required to develop the scope of boundary, topographic and hydrographic surveys required.
- Develops cost and schedule estimates for survey tasks; assists department personnel in finalizing survey scope and schedule requirements; oversees crews engaged in surveying activities.
- Prioritizes and allocates survey task requests; monitors consultant contract authorization limits and current needs.
- Plans, organizes and directs the activities of technical survey personnel.
- Conducts and supervises construction and boundary surveys, building and structure layouts from monuments established by a registered professional land surveyor, or as directed by a registered professional engineer.
- Administers consultant contracts; writes task orders, reviews payment requests, monitors services delivered for scope, schedule and cost.
- Sets up instruments, turns angles, sets grade stakes, establishes line and grade as required for construction, design, or boundary work.
- Participates in the selection, placement, training, appraisal, safety and discipline of assigned employees.
- Prepares field notes, calculations, and drawings, manually or utilizing computerized design and drafting equipment, as required, to analyze and check layout and as-built construction work.
- Performs related duties as assigned.

### Minimum Qualifications:
Graduation from a standard high school or vocational school, supplemented by college level course work in mathematics, engineering, and land surveying; including a minimum of five years progressively responsible experience in land surveying at the party chief level, which would include experience in both field and administrative work. In addition to the experience described above, graduation from an accredited two or four-year college with major course work in engineering and land surveying is preferred.
Knowledge and Skills:
- Considerable knowledge of field and office surveying practices, equipment, methods, and costs.
- Ability to communicate with professional land surveyors, engineers, and department personnel regarding activities and costs.
- Ability to perform construction layout work as required for maintenance activities by city departments, boundary and topographic field surveys, and a working knowledge of automated survey functions.
- Thorough knowledge of federal, state and other regulations regarding land surveying.
- Thorough knowledge of the methods, techniques, instruments utilized for land surveying.
- Considerable knowledge of design and construction techniques for the planning and layout of public utilities and streets within rights-of-way and easements.
- Ability to work effectively with employees, department management, contractors and consultants in a professional setting.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with employees and the public, as necessitated by the work.
- Ability to analyze data and prepare written reports.

Required Responsibilities:
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all city staff and employees.

Core Competencies:
- Adaptability/Flexibility
- Effective Communication
- Employee Trust
- Operational Acumen
- Problem-Solving
- Safety Awareness
- Staff Development

Necessary Special Requirements:
Possession and maintenance of a current State of Florida Driver's License. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained. Possession and maintenance of a State of Florida Professional Surveyor and Mapping license.