

## **SURVEY COORDINATOR**

### CODES/PAY GRADE

Class Code: 2094

EEO Code: C

FLSA: E

Pay Grade: 210

### MAJOR FUNCTION

Responsible, technical, and supervisory work in coordinating the collecting of field information.

### 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.)

Supervises the field survey. Schedules field surveys for the purpose of determining accurate location of land lines or property lines and locating proposed or existing right of ways, County owned property or easements. Schedules survey crews and supervises work in locating and recording physical features of sites and gathering data to be used to resolve drainage problems, etc.

Discusses proposed projects with the Engineering Director, County Engineer, surveyors, and engineers to determine the methods used in completing the projects. Interprets field notes from personnel preparing plans for construction. Reviews and makes field inspection of proposed projects.

Answers and resolves public complaints relating to field surveys.

Prepares activity budget.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of surveying including construction and land surveying. Knowledge of civil engineering practices and principles as they relate to land surveying. Knowledge of building layout, construction and public works projects.

Ability to plan, assign and evaluate the work of survey crews.

**(Survey Coordinator continued)**

**MINIMUM QUALIFICATIONS**

Graduation from high school or possession of a GED, and five (5) years experience in land survey work as a party chief or above.

A comparable amount of education, training or experience may be substituted for the minimum qualifications.

**ADA REQUIREMENTS**

Physical Demands: Light to medium work. Ability to see, hear, talk, walk, balance, bend, handle, kneel/crouch, stand, carry. Ability to traverse uneven/undeveloped/wet terrain.

Environmental Demands: Both inside and outside work. Ability to tolerate inclement weather (heat, humidity, rain, cold); dust, insects, fumes, odors, noise/vibration.

Mental Demands: Ability to read and comprehend technical manuals and documents; mechanical drawings, blueprints, maps; legal descriptions; instructions, reports, letters, and summaries. Ability to write reports, evaluations, summaries, letters, procedures, and policies. Ability to perform shop math and general mathematical functions including geometry. Ability to be conversant in policies, techniques and procedures of discipline.

Revised 10/94