

# LAKE WORTH DRAINAGE DISTRICT

## JOB DESCRIPTION

### **Surveyor & Mapper (PSM/SIT)** **Right-of-Way Regulation**

#### **GENERAL DESCRIPTION:**

This professional position performs technical and professional surveying, mapping, right-of-way, and land records functions. Responsibilities include reviewing survey and title documents, preparing legal descriptions and exhibits, managing contracted survey services, and serving as a liaison with property owners, consultants, government agencies, and other stakeholders regarding District right-of-way interests and policies. The incumbent serves as the District's professional surveying resource and, upon licensure, may provide responsible charge and professional oversight for surveying and mapping activities in accordance with Chapter 472, Florida Statutes. Work is performed under the supervision of the Director of Right-of-Way Regulation and/or Right-of-Way Interest Supervisor.

#### **ESSENTIAL JOB FUNCTIONS:**

- Performs deed, plat, easement, and historical records research and prepares and reviews legal descriptions and sketch and description exhibits associated with the acquisition, sale, exchange, or conveyance of lands.
- Upon licensure, may provide responsible charge and professional oversight for surveying and mapping activities in accordance with Chapter 472, Florida Statutes.
- Reviews survey data in relation to the District's right-of-way for submitted permit applications.
- Generates maps and survey documents in AutoCAD and/or Geographic Information Systems (GIS) clearly identifying District ownership interest.
- Operates conventional and GNSS survey equipment to locate, delineate, and stake District right-of-way interest and project boundaries.
- Administers professional surveying contracts, including development of scopes of work, review of deliverables, and approval of invoices.
- Prepares and presents survey exhibits/reports to the Board of Supervisors.
- Prepares AutoCAD drawings, maps and exhibits.
- Attends meetings with professional consultants and governmental agencies regarding the District rights-of- way and survey requirements.
- Provides quality control support for District GIS and mapping initiatives.
- Due to the District's emergency response role, position may be required to provide support before, during and after major storm events and emergency situations.
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education/Experience:**

Bachelor's degree in Surveying and Mapping, Geomatics, Engineering, or a related field from an accredited college or university. One (1) to two (2) years of progressively responsible experience in surveying, mapping, or right-of-way, or related disciplines preferred. Equivalent combinations of education and experience may be considered.

##### **Licenses:**

Valid Florida Driver's license

Professional Surveyor and Mapper (PSM) license preferred. Florida Surveyor Intern (SIT) certification preferred for candidates not currently licensed as a PSM.

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Candidates who are not currently licensed must be actively pursuing Florida PSM licensure and possess the education and experience necessary to obtain licensure within two (2) years of appointment. Continued progress toward licensure is a condition of employment.

#### **Knowledge, Skills and Abilities:**

- Proficient understanding of the State of Florida land survey procedures and regulations
- Proficient in the usage and limitations of GPS systems
- Proficient in AutoCAD and/or Civil 3D for the preparation and production of surveying documents.
- Working knowledge of GIS principles and applications
- Proficient in the drafting of surveying documents and sketch/descriptions
- Proficient in researching, examining, and abstracting chains of title and related property records
- Ability to communicate effectively, both orally and in writing, with District staff, residents, governmental agencies, consultants, and the public
- Ability to establish and maintain effective working relationships with District staff, property owners, professional consultants, governmental agencies, and the public
- Knowledge of Chapter 472, Florida Statutes, and Florida Minimum Technical Standards for surveying and mapping
- Knowledge of the geography of southeastern Palm Beach County
- Proficient with Microsoft Office Suite and database applications

#### **ESSENTIAL PHYSICAL SKILLS:**

- Ability to perform the essential functions of the position with or without reasonable accommodation.
- Ability to communicate both orally and in writing.
- Ability to drive, walk, stand, bend, and traverse uneven terrain

#### **ENVIRONMENTAL CONDITIONS:**

- Works in both office and field environments
- Exposure to varying weather conditions, insects, wildlife, vegetation, and uneven terrain
- Exposure to dusty and noisy conditions
- Work in and around moving vehicles and equipment
- Work in, on, or near water