

**COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA**



GOVERNMENT
SERVING
CITIZENS

John Meeks
District 1

Rock Meeks
District 2

Mike Joyner
District 3

Lilly Rooks
District 4

Matt Brooks
District 5

4/13/2017

POSITION VACANCY: **SURVEYOR-SIGN
MAINTENANCE PERMIT
ROAD DEPARTMENT**

SALARY: 11.90 per hour
Pay grade 41 Step 1
Full Time Position
JOB DESCRIPTION: Attached
APPLICATION CLOSING DATE: 4/28/2017 5:00 p.m.

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.

By: Jacqueline Martin
Jacqueline Martin, Human Resource Manager

Dates Posted: 4/13/2017 - 4/28/2017

**AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER
WE HONOR VETERANS' PREFERENCE**

P.O. Box 310 Bronson Florida 32621
Telephone (352) 486-5218 Fax (352) 486-5167
e-mail: levybocc@levycounty.org Website: Levycounty.org

LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	SURVEYOR-SIGN MAINTENANCE/PERMIT
POSITION #:	0237
AREA(S):	ROAD DEPARTMENT

DISTINGUISHING CHARACTERISTICS OF WORK:

Employee is responsible for issuing driveway permits, surveying road right of ways, setting grades on roads and surveys all county property as necessary. Inspects new and existing county roads for maintenance requirements, places traffic and highway signs and is responsible for traffic counters being placed and maintained for the Road Policy Committee. Employee will be responsible for researching right of way deeds and contribute to the filing of road files. Work is performed independently under general supervision.

EXAMPLES OF WORK PERFORMED:

- Serves as the Chief of Field Party in topographic land surveying and is responsible for the work results and responsible for the progress of the party and accuracy of filed notes.
- Uses land survey instruments to locate established lines and points, angles, elevations and distances.
- Plots and checks center lines and cross sections.
- Reduces filed notes to drawing and makes necessary computations.
- Establishes lines and grades for construction.
- Physically inspects new construction for conformance to specifications and existing roads for maintenance scheduling.
- Search right of way deeds at Clerk's office.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
- Maintains road files and permit application forms.
- Operates equipment and assist in road construction and repairs.
- Assists with layout and permitting of new driveways connection to county roads, issuing permits in coordination with development department, issue permits for various phone company and inspects construction for compliance with adopted standards.
- Performs related work.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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KNOWLEDGE, SKILLS AND ABILITIES:

Graduated from a standard high school or vocational school and experience in land survey work or any equivalent combination of education, training and experience which provides the following knowledge, skills and abilities:

- Knowledge of the techniques and practices of land surveying.
- Some knowledge of civil engineering principles and practices.
- Some knowledge of legal descriptions, documents, terminology and the laws and administrative procedures dealing with land title transfers and related matters.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform moderately hard outdoor work under all types of weather conditions.
- Skill in the use and care of surveying instruments.
- Ability to establish and maintain effective working relationships in the general public, co-workers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.

QUALIFICATIONS:

- Possess and maintain valid Florida CDL class driver license.
- At least two years of progressively responsible employment in surveying, or an equivalent amount of education, training and experience.
- Ability to set up and use a transit and level.
- Ability to solve trigonometric problems

PHYSICAL REQUIREMENTS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands and fingers, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear, and ability to lift and/or move up to 50 pounds.
- Ability to work under stress with time constraints

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EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

GENERAL INFORMATION:

FLSA Status	Non-Exempt
Worker's Comp Class Code	5509
EEOC Job Category	Service-Maintenance
EEOC Job Function	Streets and Highways
EEOP Job Category	Service/Maintenance
Safety Sensitive	YES
Safety Category (if applicable)	FMCSA
Paygrade:	41