

SURVEYOR/REAL ESTATE SUPERVISOR

SUMMARY:

Under general direction, performs duties supervises the activities of the Survey, Real Estate, and computer services (CAD) groups, responsible for coordinating the services of all survey related activities, the transfer of real estate property and water/wastewater systems within the City, and computer services for the Engineering Services Department, focusing primarily on the deliver of CAD and GIS documents; may perform related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Supervises the activities of employees assigned to the real estate/survey, and computer services (CAD) groups. Trains employees, writes and conducts evaluations, and recommends, prepares, and/or takes disciplinary action. Counsels employees on job performance.
2. Schedules employees, assigns work and monitors its progress. Guides and develops employees in the accomplishment of their duties.
3. Coordinates activities with other departments or outside contractors, as required.
4. Reviews the work of the employees and ensures timely completion of projects within the established budget. Holds project managers accountable for deadlines.
5. Reviews the work of consultants as it relates to real estate matters.
6. Manages the City's inventory of property and easements.
7. Reviews and approves subdivision plats for accuracy and compliance with State regulations and City ordinances.
8. Reviews and prepares surveys and sketches for routine or special projects.
9. Prepares paperwork, verifies information and negotiates for the acquisition of easements for the City.
10. Manages the transfer of utility systems into City ownership to include asset allocation.
11. Facilitates resolution to conflicting views on projects.
12. Responds to inquiries from the public, other department representatives, contractors or others regarding legal descriptions, easements, right-of-ways, transfer of property to the City and other matters related to surveying or management of City owned real estate.
13. Maintains records and summarizes information for management reports.
14. Researches surveying, right-of-way, and/or real estate issues. Determines impact on the city and prepares report of findings.
15. Consults with City leaders, developers, community groups and others as the technical expert on surveying and real estate management within the City.
16. Provides direction and oversight to the computer services group.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City of West Palm Beach design and layout.
- Knowledge of theories, principles, practices and methods used in surveying and real estate management.
- Knowledge of the functions and capabilities of specialized software used in surveying or real estate management to include Autocadd, word processing, and survey software.
- Knowledge of supervisory principles and practices.
- Knowledge of applicable Federal, State and local laws, regulations, codes and ordinances.
- Knowledge of maintaining public files and records.
- Skill in interpreting and explaining applicable codes, ordinances, laws and regulations to the general public, other City employees and business representatives.
- Skill in coordinating and prioritizing multiple requests for services, some with competing demands.
- Skill in interpreting and applying survey rules and survey techniques.

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- Skill in researching and analyzing issues related to surveying, easements, right-of-ways or real estate acquisition/ management for the City.
- Skill in facilitating resolution to complex surveying or real estate management/acquisition issues.
- Skill in conducting meetings with contractors, residents and community groups.
- Skill in using a variety of software programs such as Autocadd, word processing, survey, and data collection softwares.
- Skill in communicating effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setup There is frequent need to sit, talk or hear, use hands to finger, handle, or feel, walk, and lift objects (up to 10 pounds) and perform other similar actions during the course of the workday. There is occasional need to work outdoors with exposure to weather conditions when performing fieldwork. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Land Surveying or related field, and five (5) years experience as a registered surveyor, or any equivalent combination of training and experience. One (1) year in a lead/supervisory experience, required, Registration as a Professional Surveyor/mapper and a current Florida Real Estate License, required. A valid Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.