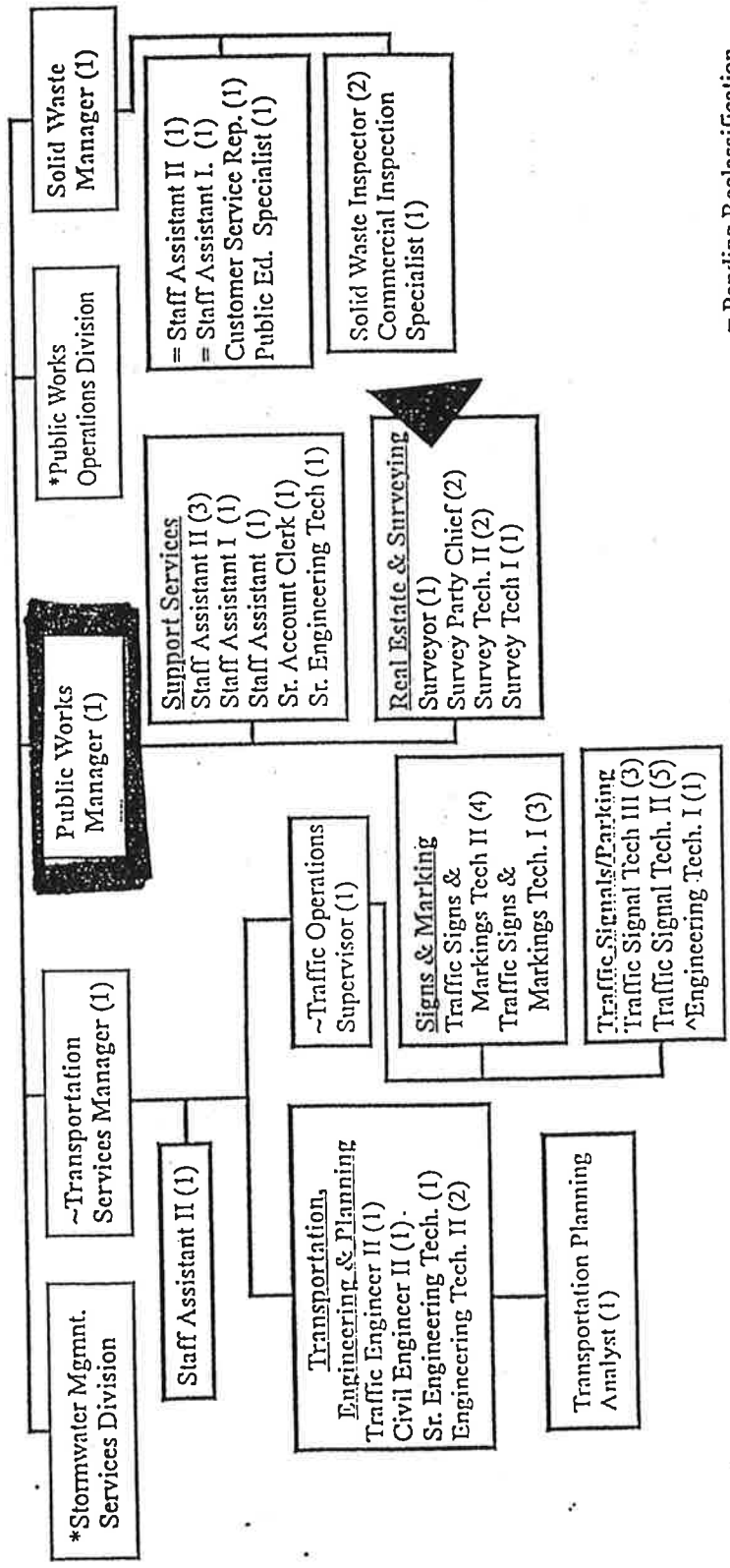


# PUBLIC WORKS FY 99-00 ORGANIZATION CHART

Current

**Personnel Changes**  
 Delete Traffic Signs/Marking Supv. (1)  
 Add Traffic Signs & Markings Tech. II (1)  
 Delete Traffic Signs/Parking Supv. (1)  
 Add Traffic Operations Supv. (1)  
 Delete Traffic Clerical & Op. Tech. (1)  
 Add Staff Assistant II (1)  
 Delete Labor Crew Leader I (1)  
 Add Engineering Tech. I (1)  
 Delete Bike/Ped Coordinator (1)  
 Add Transportation Planning Analyst (1)  
 Reclassify Staff Assistant II (1)  
 Reclassify Staff Assistant I (1)  
 Title Change Only



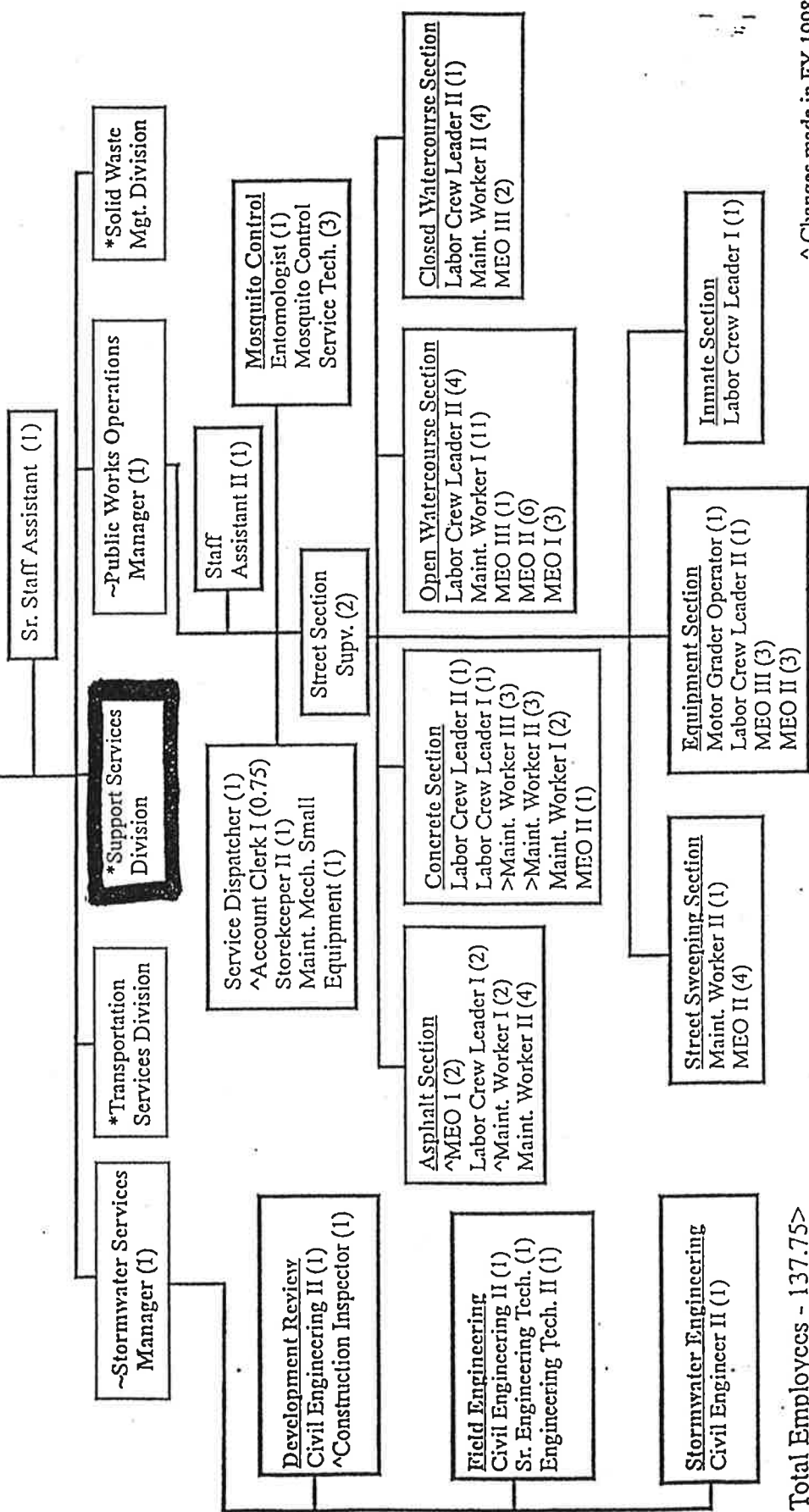
= Pending Reclassification  
 ^ Changes made in FY 1998.  
 \* Shown on another page.



# PUBLIC WORKS FY 99-00 ORGANIZATION CHART

Personnel Changes  
 ^Add Maint. Wkr. I (1)  
 Add MEO I (1)  
 ^Delete Construction Inspector (1)  
 ^Increase Account Clerk I from 0.5 F.T.E. To 0.75 F.T.E.  
 ^Transfer of Facilities Management (30.5) (New Department)  
 ~Title Change Only

**PUBLIC WORKS  
DIRECTOR (1)**



Total Employees - 137.75  
 >3 FTE's on 2-year contract included in this number but are not shown on this chart.

^ Changes made in FY 1998  
 \* Shown on another page

## SURVEY PARTY CHIEF

### NATURE OF WORK

Advanced technical and supervisory work in engineering and land surveying.

### CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of a professional licensing requirement and from lower classes by its advanced technical skills and supervisory responsibility.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

- Serves as chief for field survey crew engaged predominately in survey work.
- Operates total station, theodolite, data collector, and other survey equipment required for topographic surveys, construction stakeout, and field traversing.
- Prepares detailed records and reports in a timely manner.
- Provides training and instruction to subordinates.
- Organizes and sets up coordinate systems for projects.
- Attends work on continuous and regular basis.

#### NON-ESSENTIAL JOB FUNCTIONS

- May frequently chauffeur other employees, depending upon assignment and work location.
- Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by appropriate technical courses, and three years experience in sub-professional engineering or land survey work, including some supervisory experience; or any equivalent combination of education and experience.

### LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Work may require performance of tasks outdoors under varying climatic conditions.

SELECTION FACTORS

Thorough knowledge of principles, techniques, and practices of surveying.

Thorough knowledge of mathematics through the level of trigonometry and its applications to field surveying and engineering computation using data processing hardware and techniques.

Some knowledge of civil engineering principles and practices.

Skill in the use and care of surveying instruments and equipment.

Ability to plan, direct and supervise work of others.

Ability to keep records and prepare reports.

Ability to operate work related equipment.

Ability to communicate effectively, both orally and in writing.

Human Resources Department: Signed original on file in Human Resources / \_\_\_\_\_  
Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; 8/4/97.

## SURVEYOR

### NATURE OF WORK

Professional and supervisory work directing operations of surveying activities.

### CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibility and from lower classes by its supervisory and surveying responsibility.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Directs and supervises assigned surveying activities. Prepares or reviews legal descriptions for easements, rights of way, and property.

Schedules, coordinates, expedites, and reviews all surveying activities including development reviews and utility locates.

Performs field reviews of construction layout and all monumentation set.

Provides information to the public in response to inquiries and complaints.

Designs and prepares plans and quantity estimates for some routine Public Works projects.

Prepares detailed records and reports in a timely manner.

Supervise, plans and coordinates work of subordinates.

Performs timely, fair, and non-discriminatory evaluation of performance of employees under their supervision.

Attends work on continuous and regular basis.

#### NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in land surveying, civil engineering, forestry, mathematics, photogrammetry, land law, or the physical sciences, or related subject, and five years progressively responsible experience in surveying or subprofessional engineering work or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

Valid State of Florida Professional Land Surveyor license required within six months of date of employment.

NOTES

Work may require performance of tasks outdoors under varying climactic conditions.

Work may require exposure to prolonged high noise levels.

SELECTION FACTORS

Thorough knowledge of principles, methods, materials, and equipment common to Public Works construction projects such as roads, sewers, storm sewers, sidewalks, and other utilities.

Thorough knowledge of Florida Land Surveying Statutes.

Thorough knowledge of principles, techniques, and practices of land surveying.

Thorough knowledge of mathematics through the level of trigonometry and its applications to surveying and engineering computations.

Some knowledge of civil engineering principles and practices.

Ability to use a computer to perform necessary surveying and engineering computations and prepare associated documents.

Ability to perform land surveying.

Ability to plan, direct and supervise work of others.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with co-workers, other professionals, contractors, and the general public.

Human Resources Department: Signed original on file in Human Resources / \_\_\_\_\_

Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94