

**Job Description: ENGINEERING/SURVEYING/911 ADDRESSING
ADMINISTRATOR/ASSISTANT CERTIFIED FLOODPLAIN
MANAGER/ GIS COORDINATOR**

CLASS NO. 2103

EEOC CATEGORY: Professionals

PAY GROUP: 26

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced drafting tasks related to county roadways and facilities. Duties include preparing drawings of road right-of-ways, ditch easements, lease sites, county building facilities, etc., serving as assistant floodplain administrator and issuing property development permits, including determining if property is in a known floodplain. Downloads survey data and uses data to calculate boundaries and prepare maps, both Boundary Maps and Plan and Profile Maps, maintains all 911 addresses.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Engineer.
2. Directs: In absence of County Engineer directs survey crew, assists Development Review Committee, and assists citizens with questions regarding properties within Chambers County, Texas, issues Subdivision Exemption Letters following the County Subdivision Regulations.
3. Other: Has daily contact with co-workers and the general public. Has regular contact with county officials, outside lending institutions, insurance companies, title companies, and surveying and engineering firms.

EXAMPLES OF WORK

Essential Duties*

Prepares detailed drawings of road right-of-ways, ditch easements and lease sites which portray metes and bounds descriptions from field surveys and notes;

Drafts county road maps and makes determinations concerning what types of regulatory traffic signs must be placed on portrayed roads for approval by County commissioners Court;

Prepares detour and work safety zone plans for road construction and/or repair projects;

Compiles necessary records and prepares drawings required for the licensing of additions to the county landfill;

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 7/28/2015

CLASS NO. 2103 (Continued)

Ensures that county owned or operated facilities meet with the requirements established by the Removal of Architectural Barriers Act and the American with Disabilities Act including making on-site inspections, and preparing drawings of any required modifications;

Prepares copies of various survey plats and aerial photographs from office files for County Engineer, survey crews, and the general public as required;

Assist in the issuance of property development permits including reading applicant deed, determining exact location of described property, issuing address, plotting property on required maps, determining if property is within a known floodplain, and determining if property has public sewer or an existing on-site sewer disposal unit;

Makes floodplain determinations for lending institutions, insurance companies, title companies, and surveying or engineering firms concerning property within the county;

Performs deed research from deed records, official public records, commissioners court minutes, probate records, district court records, etc., for the County Engineer, County Attorney, and Commissioners Court;

Prepares maps and exhibits for all county Departments;

Assists Chambers County Appraisal District in developing CCAD map.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: engineering drafting methods and techniques; surveying practices and procedures; local, state, and federal rules and regulations pertaining to the issuance of property development permits.

Skill/Ability to: prepare accurate detailed drawings of county road right-of-ways, ditch easements, lease sites, building facilities, etc., utilities established criteria pertaining to issuance of property development permits, including determining floodplains and formulating necessary restrictions; operate modern drafting office equipment including computers utilizing survey and word processing software packages, engineering copy machines, blue line printers, binding machines, etc.; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with co-workers, county officials, private institutions, companies, firms, and the general public.

CLASS NO. 2103 (Continued)

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, including courses in geometry, algebra, and trigonometry, plus specialized training in engineering drafting and surveying, and at least five years of experience in engineering drafting with an engineering firm or department. Experience in using GIS software to prepare maps.

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certified Floodplain Manager