

Job Description: SURVEY FOREMAN (ROAD AND BRIDGE)

CLASS NO. 2108

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 19

FLSA: Exempt

SUMMARY OF POSITION

Oversees the day-to-day operations of the survey office. Duties include drafting profiles of drainage at work sites and of field surveys, performing field surveys, and maintaining related survey records.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Road and Bridge Superintendent
2. Directs: Survey Instrument Operator and Survey Rodman
3. Other: Has daily contact with road and bridge department co-workers; and has weekly contact with private drafting and survey supply vendors.

EXAMPLES OF WORK

Essential Duties*

Supervises a county survey party making surveys for the planning, design, and construction of roads, drainage facilities, and other county facilities;

Plans, directs, and supervises job layout and inspection, field staking, calculation and surveying results, reduction and field notes, drafting of field information into suitable working drawings, and preparation of rights-of-way notes;

Performs accurate field survey work at road and bridge department work sites and county landfill to check construction tolerances and locations;

Determines relevant coordinates at work sites and prepares detailed drawings of field surveys;

Maintains files and records of field surveys performed by survey data; and

Ensures proper documentation of drainage, pit elevations, and locations at county landfill.

Other Important Duties*

Performs such other related duties as may be assigned.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 2108 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: survey and drafting principles, practices, methods, and techniques.

Skill/Ability to: demonstrate proficiency in both oral and written communication; prepare accurate detailed drawings from data supplied by field surveys; conduct accurate field surveys, including operating standard survey equipment; operate computers using current drafting software packages; supervise and motivate employees; tolerate outside working conditions, including exposure to adverse weather conditions; maintain complete, readily accessible files and records of survey office reports; and establish and maintain effective working relationships with co-workers and outside survey and drafting supply vendors.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, and training in surveying and drafting techniques, plus at least four years of related work experience, including some supervisory experience;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation. Certification as a Professional Land Surveyor desirable.