

POSITION DESCRIPTION
COUNTY OF TIPPECANOE, INDIANA

POSITION: Survey/Drainage Coordinator
DEPARTMENT: Surveyor
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT IV (Professional, Administrative, Technological)

DATE WRITTEN: May 2019

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Tippecanoe County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Survey/Drainage Coordinator for the Tippecanoe County Surveyor, responsible for various surveying, engineering and construction related duties.

DUTIES:

Drafts plan and profile construction plans for County Regional Drains using computer aided drafting software.

Reads and interprets construction drawings and specifications and identifies discrepancies or conflicts within documents. Interprets and explains plans and contract terms to administrative staff, workers, engineers and contractors.

Prepares or reviews plans and contracts and negotiates revisions, changes and additions to contractual agreements with engineers, consultants, suppliers, and subcontractors.

Oversees and manages multiple annual spray contracts for numerous miles of county regulated open drains for weed and woody vegetation as assigned.

Plans, organizes, and manages resources to lead successful completion of specific project goals and objectives.

Serves as department liaison to public, contractors, developers, and consultants for public and private drainage projects, including answering questions, investigating complaints, and resolving conflicts.

Assists in supervising and directing assigned personnel, including planning and implementing work assignments.

Performs various administrative duties as assigned.

I. JOB REQUIREMENTS:

Associates degree in engineering, land surveying, water resources or closely related field.
Baccalaureate degree preferred and three years experience in appropriate area.

Working knowledge of chemicals and MSDS sheets, including aquatic safe chemicals.

Working knowledge and ability to use department software including troubleshooting and analyzing software and hardware issues.

Advanced knowledge of GIS and mapping software.

Knowledge and familiarity of a variety of field concepts, practices, and procedures.

Ability to use critical thinking skills in using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to consider relative costs and benefits of potential actions to choose most appropriate.

Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.

Ability to assist in supervising and directing assigned personnel, including planning and implementing work assignments.

Ability to read and interpret detailed blue prints, construction plans, specifications, and various property records, such as legal descriptions, aerial and plat maps.

Ability to plan and layout assigned work projects and work with others in a team environment.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, State, County, and local officials, contractors, consultants, and the general public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to occasionally work extended hours.

Possession of a valid Indiana Driver's License and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent assists County Surveyor and Project Manager in County Regulated Drain Spray Program, in designing and completing construction projects according to Department goals and objectives and standard practices of the profession, exercising independent judgment in determining construction project priorities and ensuring compliance with legal requirements.

Incumbent's work involves a wide variety of administrative drainage and surveying duties, often requiring careful consideration of new and/or unusual situations and circumstances.

III. RESPONSIBILITY:

Incumbent receives administrative direction with general objectives indicated. Incumbent makes an extensive contribution to development and implementation of department objectives, policies and procedures, discussing unprecedented situations with County Surveyor as needed. Decisions and work product are reviewed primarily for soundness of judgment and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent communication with co-workers, other County departments, State, County, and local officials, contractors, consultants, and the general public for the purpose of exchanging and explaining information and resolving problems.

Incumbent reports directly to Project Manager and/or County Surveyor.

V. PHYSICAL EFFORT AND WORKING CONDITIONS:

Incumbent performs duties in standard office and outdoors, which may involve standing/walking for long periods, pushing/pulling/lifting/carrying equipment weighing less than 25 pounds, crouching/kneeling, bending, reaching, close and far vision, hearing sounds, communication and handling/grasping/fingering objects.

Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Survey/Drainage Coordinator for the Surveyor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name