



Alachua County County Surveyor

SALARY	\$44.90 - \$54.00 Hourly \$93,392.00 - \$112,320.00 Annually	LOCATION	FL, FL
JOB TYPE	Full-Time	JOB NUMBER	FY26-16686
DEPARTMENT	Public Works	DIVISION	Transportation Improvement
OPENING DATE	02/20/2026	CLOSING DATE	3/13/2026 11:59 PM Eastern

Minimum Qualifications

Bachelor's degree in land surveying; and with a minimum of five years of progressively responsible professional experience (involving both field and office procedures); including right of way acquisition, appraisal of real property, title searches and/or abstract preparation, or any equivalent combination of related training and experience.

Salary dependent on qualifications.

Applicants within six months of meeting the experience requirement may be considered for trainee status.

Registration as a Professional Surveyor and Mapper in the State of Florida required.

A Valid Florida Driver License is required and a Motor Vehicle Record that meets the requirements of Alachua County policy #6-7; Motor Vehicle Records will be reviewed prior to employment. If, in the past 24-month period, the applicants Motor Vehicle Record has more than three (3) moving traffic infractions or three (3) or more at fault motor vehicle accidents (or combination of both and /or a conviction/pending charge for driving under the influence) or is in violation of any standard mandated by Federal or State Law or Regulation, the minimum qualifications are not met for the position.

Successful completion of all applicable background checks pre-hire and ongoing are required.

Position Summary

This is responsible, professional, and supervisory work in all phases of surveying and real property acquisition and disposal for the County.

An employee in this class organizes the methodology and develops operational procedures, as well as directing and coordinating the functions and activities associated with the Survey, Real Property and GIS Division within the Transportation and Development Department of Public Works.

Work is performed under the direction of a higher-level supervisor and is reviewed through conferences, reports, and observation of results obtained.

Examples of Duties

ESSENTIAL JOB FUNCTIONS

This is an emergency essential classification. Upon declaration of a disaster and/or emergency, all employees in this classification are required to work.

Excludes a positive customer service focus.

Advocates building organizational culture through aligning decisions with the County's core values.

Researches public and private records that may affect any given survey or real property assignment; verifies the consistency of the gathered data and makes the necessary conclusions relative to the production of maps, plats and related documents; and reviews the production of maps, plats and all land surveys for technical accuracy in order to certify the completed assignment.

Supervises and coordinates the activities of subordinate employees in surveying, real property and GIS, including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; recommending personnel actions; conducting performance reviews; and conducting departmental training and orientation.

Performs on-site inspections prior to survey, as necessary, to establish methods and procedures for developing field work; instructs field supervisory personnel in the scope of services necessary to produce a final field survey; handles and resolves, if possible, public complaints or questions dealing with survey and real property related situations; directs the establishment of a horizontal and vertical control network throughout the County; prepares legal descriptions and directs the mapping for description sketches; reviews and comments on all proposed record plats for compliance with Florida Statutes and County Regulations; signs all record plats; and handles all special survey related projects as may be directed from any County Department.

Researches tax rolls and other property records to verify current ownership of property and existing encumbrances; contacts property owners and negotiates for right of way or easements; obtains the proper executions of agreements and documents necessary to acquire or dispose of real property or easements; and prepares deeds and writes legal descriptions for road rights-of way, easements, and other real property acquisitions.

Performs and/or assigns survey computations for the production of right of way maps, boundary surveys, topographical surveys, utility maps, alignment maps, aerial surveys, maintenance mapping, horizontal and vertical control, descriptions, description sketches, and any special mapping request affecting any survey related assignment.

Prepares scope of work for all survey requests; provides expert, technical advice regarding surveying and mapping to the County Attorney and staff; provides technical assistance to the County Engineer and staff; maintains a filing system on County property, easements and right of ways; orders, coordinates and reviews title searches; and orders, reviews and analyzes property appraisals.

Coordinates and processes the vacation or record plats and streets; coordinates the preparation of maintenance and right of way maps on all County roads; responds to questions regarding right of way and easement policies and relevant laws and ordinances; and applies and interprets applicable rules, policies, procedures and regulations regarding the purchase of property, or payments and terms of agreements for permits and easements.

Coordinates and reviews any surveying request from other County Departments and prepares their scope of services; directs surveying, mapping and real property activities involved with property acquisitions and / or disposals; performs routine research of zoning ordinances and condemnation procedures; coordinates the disposal of surplus County property and makes presentations to the Board of County Commissioners as needed.

Drives a County and/or personal vehicle to perform required duties.

Performs the duties listed, as well as those assigned, with professionalism and a sense of urgency.

NOTE: These examples are intended only as illustrations of the various kinds of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in the principles and practices of land surveying in general, including GIS (Geographic Information Systems) and GPS (Global Positioning System);

Knowledge of the theoretical, legal and practical aspects of land surveying; knowledge of all the various phases of surveying; and be knowledgeable of current literature, trends and developments in the land surveying profession.

Skilled in the use of survey equipment and instrumentation; have the ability to read and interpret legal descriptions; ability to direct subordinates in the production of advanced survey computations and mappings; ability to read and interpret complex engineering plans, plats and profiles; and the ability to prepare and submit clear and precise technical reports.

Thorough knowledge in the application of principles and practices of road design, engineering and surveying; thorough knowledge of land boundary laws, surveying computations, matters affecting title and/or boundary of property; knowledge of Florida Statutes concerning property, deeds, easements, and subdivisions.

Knowledge of drafting techniques, and deed research techniques; knowledge of the Florida Plat Law (F.S. Chapter 177).

Basic knowledge of real estate law and terminology.

Ability to communicate effectively, both orally and in writing.

Ability to effectively supervise and coordinate the activities of subordinate employees;

Ability to read and interpret survey drawings, engineering drawings and construction plans.

Ability to research and interpret property ownership and encumbrances.

Ability to establish and maintain an effective working relationship with surveyors, developers, contractors, engineers, appraisers, title researchers, bankers, real estate agents, attorneys, property owners, and the general public.

Ability to plan and organize work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, and use hands to finger, handle or feel. The employee is occasionally required to stand; walk; sit; stoop; kneel, or crouch; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment ranges from quiet to moderately noisy.

Employer

Alachua County

Address

12 S.E. 1st Street, 1st Floor

Gainesville, Florida, 32602-2877

Phone

(352) 374-5219

Website

<https://www.alachuacounty.us/Depts/HR/Pages/HumanResources.aspx>

County Surveyor Supplemental Questionnaire

*QUESTION 1

I understand that once my application has been submitted for this specific position that I **will NOT** be able to make any changes to it. Any changes to my master application will only be reflected in any future positions for which I may apply. Should I desire to have updated information included for this specific position I should contact the Human Resources office at (352) 374-5219 for assistance.

☐ Yes

☐ No

*QUESTION 2

If an applicant meets all minimum qualifications as posted he/she is referred to the appropriate hiring manager. The following **Supplemental Questions** are specific to the position for which you have applied to assist the hiring manager in screening applications for the ones with the specific experience he/she is seeking. Please be specific in answering these questions as they will be used to evaluate which applications will be given further consideration in the process. I understand and will answer the following supplemental questions completely and thoroughly.

☐ Yes

☐ No

* Required Question