

**TEXAS BOARD OF PROFESSIONAL ENGINEERS  
JOB VACANCY NOTICE  
SPECIAL PROJECTS COORDINATOR/LAND SURVEYOR III**

<b>Functional/Working Title:</b>	Special Projects Coordinator
<b>State Classification and Number:</b>	Land Surveyor III - 2056
<b>Military Occupational Codes:</b>	<b>Air Force</b> – 3E5X1, 3E, 32EX, 32; <b>Army</b> – 12T, 12; <b>Coast Guard</b> – No military equivalent; <b>Marines</b> – 0261, 1361, 02, 13; <b>Navy</b> – EA, 510X, 653X, 753X, Construction, Chief Warrant Officer – Staff Corps, Limited Duty Officer – Staff Corps, Staff Corps
<b>Salary and Salary Group:</b>	<b>\$5,666.67</b> monthly (B23)
<b>Years of Experience:</b>	5 years as Licensed or Registered Land Surveyor
<b>Division:</b>	Licensing and Registration
<b>Review of Job Description &amp; Responsibilities:</b>	Annually
<b>Immediate Supervisor's Title:</b>	Director of Licensing
<b>Position to Which Immediate Supervisor Reports:</b>	Executive Director
<b>Number of vacancies:</b>	1
<b>Job Posting No.:</b>	460-RDS-080219
<b>Closing Date:</b>	Open Until Filled

**NOTE:** Only applicants who are interviewed will receive written notification of non-selection. During the interview process, applicants may be required to perform a writing exercise.

### **JOB DESCRIPTION**

Under direction from the Director of Licensing, performs highly complex technical reviews of applications submitted for registration or licensure as a surveyor. Makes recommendations based on technical analysis to management and the Board regarding applicant's qualifications for exams and registration, as appropriate. Under direction of the Compliance & Enforcement Department provides technical input as needed on surveying issues relevant to investigations and examinations of alleged violations of laws, rules, and regulations. Will prepare and disseminate information on the agency, the laws, rules, and procedures to interested groups during outreach events as requested. Communicates with the board members, professional engineers, registered and licensed land surveyors, applicants, and the general public. Delivers licensure and ethics presentations to surveyors and the public. Participates in strategic goal setting and implementation and continuous improvement activities. Work is performed with latitude for independent judgment and is subject to review for application of sound professional practices.

### **Essential Functions:**

- Ability to interpret and apply laws and regulations, to work with members of local, state, and federal agencies, to conduct interviews and gather facts; to evaluate findings, to prepare reports, to testify in hearings and court proceedings, and to communicate effectively and professionally.
- Knowledge of the rules, regulations, and procedures for licensing, registration, and examinations.
- Knowledge of investigative techniques, and court procedures, practices, and rules of evidence.
- Knowledge of the operation of technical equipment, including using a computer and applicable software.
- Knowledge of MS Word, MS Excel, MS Outlook, MS Access, and other related software.
- Must be skilled in the proper use of grammar, spelling, and punctuation.
- Adaptability to performing other duties as assigned.

### **Knowledge skills and abilities:**

- Knowledge of surveying principles and practices
- Skills necessary to analyze and interpret surveying work
- Ability and experience with working in a productive team environment
- Ability to maintain effective working relationships

## Minimum Requirements

### Education and Experience

Must be a Registered Professional Land Surveyor (RPLS) in good standing in the State of Texas. Must have minimum of 5 years of experience in surveyor work as a licensed or registered land surveyor. Graduation from an accredited four-year college or university with major course work in surveying or a related field is generally preferred. Experience and education may be substituted for one another

### Related Military and Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of - **Air Force** – 3E5X1, 3E, 32EX, 32; **Army** – 12T, 12; **Coast Guard** – No military equivalent; **Marines** – 0261, 1361, 02, 13; **Navy** – EA, 510X, 653X, 753X, Construction, Chief Warrant Officer – Staff Corps, Limited Duty Officer – Staff Corps, Staff Corps - or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_EngineeringandDesign.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf)

**Physical requirements/environmental settings/physical conditions:** Work environment is non-smoking. While performing duties of position, must be able to work extended periods at a computer, with telephone, printer noise, overall busy with moderately high noise levels. Normal office building, common areas; may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/writing/finger motions while using the computer.

### Other

TBPE is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply.

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

**IMPORTANT NOTE TO ALL APPLICATIONS:** Only applicants scheduled for interviews will be contacted. Should you be contacted for an interview and require reasonable accommodation, please inform the scheduling representative of such accommodation.

### HOW TO APPLY

**Submit a completed official State of Texas Employment Application Form, Applicant EEO Data Form with original signature to TBPE Attn: Human Resources 1917 S IH 35 Austin, Texas 78741-3702.**

**Applications that are incomplete and or hand-written, double-sided will not be considered.**

**Resumes are optional and may be included with the official State of Texas Employment Application Form, but not in lieu of the form.**