



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Surveyor is responsible for performing engineering and construction-related surveys, inspections, permitting, and technical support activities in support of drainage, culvert, and infrastructure projects.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works – North Campus

REPORTS TO

Operations Supervisor – Drains

PHYSICAL DEMANDS

Lift up 50 lbs. (medium)

WORK ENVIRONMENT

Combination of field and office settings, requiring regular outdoor work in all weather conditions as well as administrative and technical tasks performed in an office environment.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to conduct field surveys, prepare accurate calculations and installation plans, review subdivision and engineering documents, coordinate with supervisors, engineers, contractors, and the public, while managing work orders, equipment maintenance, recordkeeping, and permit and drainage inquiries.

The Surveyor requires proficiency in surveying principles, data collection, light drafting, and administrative systems, as well as the ability to work independently in the field, respond to after-hours needs.

JOB DUTIES

- Perform engineering, topographical, and construction surveys, including culverts, pump stations, ditches, levees, water elevations, and rights-of-way.
- Select appropriate survey methods, equipment, and base monuments; set monuments and construction stakes to guide field operations.
- Collect accurate field measurements, maintain detailed field notes, and perform survey-related calculations; prepare and maintain proper engineering and survey files.
- Review, read, and interpret maps, subdivision plans, plats, and permits; coordinate and communicate with design engineers, supervisors, and contractors as needed.
- Prepare detailed culvert installation plans for work crews, including measurements to the foot and hundredth.
- Conduct culvert sizing, inspections, and permitting activities; create, process, copy, and file hard and digital culvert permits and related documentation.
- Inspect field conditions and work activities to ensure compliance with plans, specifications, and permits; assist supervisors in identifying and resolving drainage issues.
- Utilizes Transit and Trimble Survey GPS systems to inspect subdivisions, drainage projects, residential culvert installations, and drainage structure failures.
- Utilize the MGO Work Order System to review, create, and manage work orders; complete daily reports and required paperwork.
- Operate assigned vehicles, including standard fleet vehicles and off-road equipment such as four-wheelers/side-by-side units, to and from job sites; perform daily vehicle and equipment checks (fluids, belts, tires) and report maintenance or operational issues to the appropriate department.
- Maintain survey and field equipment in safe, working condition and report malfunctions promptly.
- Provide customer service by answering phones, responding to emails, and communicating with residents and the public regarding permits, surveys, and related inquiries.
- Maintain accurate digital and physical records using engineering systems, computers, and applicable software.
- Perform light drafting tasks related to survey and engineering activities.

Questions? No problem!
Email us at employment@tpcg.org.

JOB DUTIES CONTINUED

- Assist with operational or supervisory duties when assigned; train and support new employees as needed.
- Participate in scheduled safety meetings and safety compliance reviews.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to guide field operations, support supervisors, mentor new employees, and take initiative in resolving issues in the field and office.
- **Time Management:** Effectively prioritizes multiple surveys, inspections, permits, and administrative tasks to meet deadlines while balancing field and office responsibilities.
- **Analytical Skills:** Applies surveying principles, engineering calculations, and data analysis to evaluate field conditions, prepare accurate plans, and support drainage and infrastructure decisions.
- **Communication Skills:** Communicates clearly and professionally with supervisors, engineers, contractors, coworkers, and the public both verbally and in writing.
- **Organizational Skills:** Maintains accurate records, permits, work orders, and engineering files while managing both digital and hard-copy documentation efficiently.
- **Technical Skills:** Proficient in the use of surveying equipment, field data collection, and light drafting, as well as computer applications including Microsoft 365, SharePoint, Planner, work order systems, and the review and management of engineering and subdivision documents.
- **Qualifications:**
 - High School Diploma or GED Certificate.
 - Associate degree in Engineering, Surveying, or a related field preferred; equivalent combinations of education and experience may be accepted in lieu of a degree.
 - Minimum of two (2) years of experience as a Party Chief or in a comparable surveying or engineering support role; applicable education may substitute for experience.

