

SURVEYOR SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and professional surveying work. Employees in this class supervise a survey section or program.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed; nor do the examples cover all the duties which may be performed.)

Plans and supervises the operation and activities of assigned survey section or program.

Performs final review of survey calculation, computations and necessary adjustment in preparation of survey plats or of plats prepared by private sector surveyors.

Certifies survey plats for accuracy and conformance to pertinent laws, rules, regulations and other program requirements.

Prepares scope of work, cost of the project, number of days required, number of employees to be assigned, kind of instruments to be used and materials needed.

Prepares or directs the preparation of legal descriptions.

Evaluates survey problems and establishes/recommends solutions.

May testify in court as an expert witness regarding survey on boundary litigation.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of surveying.

Knowledge of mathematics needed in surveying computations.

Knowledge of the proper use and handling of surveying and mapping instruments and equipment.

Ability to supervise the work of others.

Ability to interpret, apply and make decisions in accordance with pertinent laws, regulations, procedures and other program guidelines.

Ability to visualize and understand objects, distances, sizes and other abstract forms.

Ability to perform mathematical calculations quickly and accurately while paying close attention to the smallest detail.

Ability to evaluate surveying problems and programs and initiate/recommend changes/solutions to improve effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in land surveying and mapping techniques and methods.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

A) Four years of experience as a surveyor or equivalent work and graduation from a recognized college or university with a Bachelor's degree in Surveying or closely related fields; or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

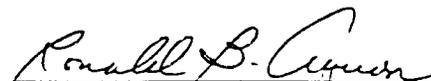
NECESSARY SPECIAL QUALIFICATION:

A) Possession of a current certificate of registration as a Registered Surveyor in one of the states or territories of the United States.

B) Possession of a valid driver's license may be required.

Established: July, 1980

Pay Range: 36


RONALD B. AGUON
Acting Executive Director
Civil Service Commission