

**SURVEY SUPERVISOR**

**POSITION SUMMARY:** Performs work of moderate difficulty in the supervision of technical surveying; performs other duties as required or assigned. This is a Supervisory position, which works under general direction. Positions at this level have as a primary responsibility planning, assigning, and reviewing work of a group of employees, as well as selecting, training, and disciplining individual employees. The responsibilities include oversight and approval of the employee's work product and coordination of multiple activities and resources including staff, supplies, equipment, funds, and/or contract resources. The decisions made significantly impact the operations and effectiveness of the organization. Judgment is required, both in application of established policies, goals, and objectives, and in application of concepts, plans, and strategies which may deviate from traditional methods and practices.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those that are **least** likely to be essential functions for any single position in this class.

- Check plans for accuracy and make recommendations to correct errors.
- Determines methods and procedures for establishing or reestablishing survey control.
- Supervises survey crews, researches previous survey evidence, maps, deeds, physical evidence, and other records to obtain data needed for surveys
- Coordinates findings with work of engineering and architectural personnel, and others concerned with project.
- Records all surveys as county records for public use.

**QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities:*** The knowledge and abilities listed below are required to allow the employee to perform the duties listed above at the Supervisory level.

***Knowledge of***

- The theory and practice of civil engineering design, construction, and surveying.
- Interpreting and utilizing engineering plans, maps and specifications.
- Surveying equipment.
- Mathematics.
- Construction techniques and quality control procedures.
- Drafting principles.

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### ***Skill To***

- Use surveying and drawing instruments in the application of engineering theory to practical field and office problems.
- Prepare reports and check designs, details, estimates, plans, and specifications of engineering projects.

### ***Ability To***

- Establish and maintain effective working relationships with employees, other agencies, and the public.
- Follow written and verbal instructions.
- Communicate effectively verbally and in writing.

***Education, Experience and Training:*** The knowledge, skills, and abilities listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below.

**Education Requirement:** H.S./G.E.D. and thirty (30) Semester Hours of Post High School course work in civil engineering or closely related field.

**Experience:** 3 years of surveying experience OR an equivalent combination of education, training or professional level work experience which demonstrates the ability to perform the duties of the position.

**Licensing/Certification:** The successful applicant must obtain a Land-Surveyor-In-Training (LSIT) certificate from the State of Arizona within one year of the date of hire.

**EEO Category:** Skilled Craft Worker

**FLSA STATUS:** Non-exempt

07/31/2006

The job description does not constitute an employment agreement and is subject to change at any time by the employer.