City of Fort Worth, Texas
Job Description

Classification Title	Survey Superintendent		
Job Code:	MG1601	**Job Family:**	Management
Pay Grade	612	**Date Reviewed:**	07/09/15
FLSA Status	Exempt	**Date Revised:**	

GENERAL SUMMARY

Manages the Survey Services Division's assigned personnel and activities, which includes but is not limited to cadastral, engineering design, construction and geodetic surveys; coordinates activities with other divisions, departments, outside agencies and the public; and provides highly responsible and complex staff assistance to assigned staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages the organization, staffing and operational activities and procedures for the Survey Services division including such activities as global positioning surveying (GPS), engineering design, construction, and geodetic surveys services and programs.
3. Serves as City's expert Registered Professional Land Surveyor.
4. Provides leadership and manages the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
5. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of land surveying programs, delivery methods and procedures; identifies and directs the implementation of opportunities for improving surveying program methods and procedures; identifies and attains resource needs; implements necessary improvements.
6. Directs, coordinates and reviews the work plan for land surveying program services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
7. Directs the work of supervisory staff within the division; coordinates activities with other Transportation and Public Works divisions and other City departments; meets

with departmental management staff to communicate activities and services of division.

8. Prepares and administers contracts for survey services from outside sources; monitors contract compliance and service provider performance.
9. Manages the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.
10. Provides staff assistance to the Transportation and Public Works Director or other assigned management; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
11. Provides highly responsive and technical leadership and assistance during Citywide emergencies.
12. Coordinates construction and land survey activities with those of other divisions and outside agencies and organizations.
13. Represents the City in boundary disputes, property title issues, and land ownership litigations.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
  - Operational characteristics, services and activities of a comprehensive construction and land surveying program.
  - Modern and complex principles and practices of land boundary, geodetic, preliminary, and construction surveying.
  - Methods and techniques of construction and land surveying project management.
  - Principles of business administration, municipal budget preparation and control
  - Principles of supervision, training and performance evaluation.
  - Operational characteristics of a variety of modern, automated survey equipment including electronic total stations, electronic calculation data, geographic information systems, global positioning systems and associated computer hardware and software.
  - Principles, practices, methods and techniques of engineering design and construction methods for water, sewer, streets and drainage systems.
  - Legal principles relating to contracts and negotiations.
  - Methods and techniques of data collection and analysis.
  - Principles and practices of record keeping.
  - Lean or Six Sigma processes and methodology.

- Advanced mathematical principles.
- Principles and practices of the Texas Coordinate System.
- Rules and regulations on the Texas Board of Professional Land Surveying.
- Minimum standard detail requirements for ALTA/ACSM Land Title Surveys.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local laws, codes and safety regulations.

- Skill in:
  - Personnel management.
  - Project management.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing.
  - Manage, direct and coordinate the work of subordinate employees.
  - Manage multiple and varying projects.
  - Make sound boundary determinations.
  - Maintain composure in high-stress environment.
  - Select, supervise, train and evaluate subordinate employees.
  - Create and implement related policies and procedures.
  - Recommend/identify and implement goals and objectives for providing effective construction and land surveying services.
  - Interpret and explain city construction, legal and land surveying policies and procedures.
  - Prepare clear and concise reports.
  - Apply complex principles and practices of surveying including land, boundary, geodetic, construction and preliminary surveying.
  - Operate equipment and materials used in surveying including theodolite, transit, level, distance meters and related materials.
  - Operate a variety of automated survey equipment, electronic total stations, electronic calculation data, geographic information systems and global positioning systems.
  - Read complex maps, plats and construction plans.
  - Perform advanced mathematical calculations and computations with speed and accuracy.
  - Operate office equipment including computers and supporting word processing and spreadsheet applications.
  - Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in land surveying or a related field and four years of responsible construction and land surveying experience including two years of construction survey and two years of supervisory/management experience.

OTHER REQUIREMENTS

Possession of a Registered Professional Land Surveyor (RPLS) license in the State of Texas.

Possession of a valid driver's license and an acceptable driving record.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

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

Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects.