

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Survey Supervisor		
<b>Job Code:</b>	PR2621	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Reviewed:</b>	07/08/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Supervises and directs the day-to-day duties and responsibilities of assigned staff responsible for performing design and construction staking, boundary, topographical, easement and geographical services to all City departments. Ensures strict adherence to division/department policies and procedures by closely monitoring staff performance and providing change recommendations as needed.

### 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. Coordinates the organization, staffing and operational activities for assigned construction and land surveying programs, including land, boundary, preliminary, construction, as-constructed and geodetic surveys.
3. Identifies opportunities for improving surveying program methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of construction and land surveying programs, delivery methods and procedures; and works with employees on the continuous improvement of surveying program services.
5. Supervises the work plan for construction and 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.
6. Confers with consulting engineers and surveyors on City survey projects; provides professional assistance in interpreting and explaining City construction and land surveying policies and procedures.
7. Prepares and administers contracts for survey services from outside sources; and monitors contract compliance and service provider performance.

8. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments as necessary.
9. Coordinates construction and land survey activities with those of other divisions and outside agencies and organizations.
10. Performs other related duties as required.
11. 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.
- 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.
- Principles and practices of record keeping.
- 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.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Select, supervise, train, coordinate, and evaluate subordinate employees.
- Interpret and explain city construction, legal and land surveying policies and procedures.
- Prepare clear and concise reports.
- Remain calm in stressful situations.
- Manage multiple and varying projects.
- 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 system, 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 one year of administrative and/or lead supervisory experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Registration as a Professional Land Surveyor (RPLS) in the State of Texas or Certified Survey Technician certification Level 3 or higher

## **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; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises. May also require crawling and field work related assignments.

## **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 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.