

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Supervisor of Survey Operations</u>
Sch.& Grade	<u>PAT-10</u>
Class Code	<u>BC34</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Engineering</u>

**PRIMARY PURPOSE:**

Plans, organizes, directs, and coordinates the City's survey operations including managing field and office activities.

**SUPERVISION:**

Under general supervision of the Principal Civil Engineer; supervises staff within Survey Operations Section.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises and coordinates the work of survey crews responsible for preliminary and final construction surveys including planning, organizing, and scheduling survey projects.
2. Performs final review of plats, field notes and records prepared by surveyors; signs, dates, and stamps records and plats as required by State law for certification.
3. Contacts, responds to, and meets with contractors, the general public, etc. regarding survey project issues.
4. Completes performance evaluations, recommends and implements necessary disciplinary action, and participates in and makes recommendations regarding hiring decisions of crewmembers.
5. Assists in reviewing preliminary construction plans for survey purposes.
6. Integrates and coordinates survey activities with other city departments, contractors, and agencies.
7. Evaluates technologies applicable to survey operations such as computer software and hardware, field equipment, etc.
8. Provides reports as needed regarding progress, project status, cost of repairs, cost estimates, and payroll.
9. Insures that proper safety standards are followed and the equipment is kept in safe and working order.
10. Reads and interprets blueprints and other construction drawings for a variety of survey projects.
11. Prepares and maintains required records and reports.
12. Travels to a variety of locations throughout the city relative to survey projects.
13. Participates in the development of the budget for the Survey Operations Section and monitors approved budget throughout the year.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars, and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures, standards, and equipment involved in survey operations; complex mathematical calculations utilized to compute elevations, grades, traverse and geodetic points.

**Abilities**

Effectively plan, organize, and direct employees in the City’s survey operations; read, understand, and interpret blueprints and other construction drawings; work independently; utilize sound, independent judgement; maintain accurate records and prepare reports; communicate effectively both verbally and in writing; follow oral and written instructions; deal effectively and courteously with associates, contractors, and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in Land Surveying, Civil Engineering, or a related field plus three years of experience in survey work, of which at least two years has been as a survey chief. Related surveying experience may be substituted for the formal education requirement on a year-for-year basis.

**Physical Requirements**

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes, and pulls up to 50 pounds; holds and grips objects; view plans, on-site layouts, construction progress, etc.

**Working Environment**

Primarily outdoors with exposure to extreme weather conditions, dust and pollen when conducting work at on-site survey locations; subject to safety hazards from excavation areas as well as possible exposure to disease when working around sanitary sewers.

**Licensing/Certification**

Must be a registered Land Surveyor in Missouri; must possess a valid Missouri Motor Vehicle Operator’s License.

**Miscellaneous Requirements**

None required.

<b>Last Revision:</b>	February 21, 2012	<b>GENERAL ORDINANCE NO.</b> 4440
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 27, 1994

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_