

## **CLASS TITLE: PUBLIC WORKS SURVEY MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs as the City's Chief Land Surveyor, certifying work conducted by survey crews; the Public Works Field Engineering survey section head, managing operation schedules, supervising crews and coordinating work critical to the support of Public Works infrastructure projects and other related assigned duties.

### **ESSENTIAL TASKS:**

- Plans, supervises, trains, evaluates staff's skills, abilities and compatibilities, makes appropriate assignments and reviews survey work
- Serves as the City's Chief Land Surveyor, certifying surveys conducted by crews
- Manages the survey office's administrative functions
- Manages operation schedules during construction for public and private infrastructure projects
- Interacts in a leadership role with professional engineers, consultants and contractors
- Assists party chief on difficult surveys as necessary
- Prepares maps, plats, survey routes, drawings and legal descriptions of land, calculating distances and bearings
- Develops and reviews legal descriptions for corporate limits, annexation and council district boundaries and coordinates with political subdivisions for official records
- Must stay informed and educate staff regarding latest technological survey advances
- Must stay informed of Oklahoma State Board of Registration for Professional Engineers and Land Surveyors certification requirements and promulgation of rules and guidelines for the surveying profession and political subdivisions of the state
- Develops and enforces survey section standards, policies and procedures in conformance with state laws and professional standards of practice
- Prepares and administers the survey section's annual budget
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in mathematics, pre-engineering, construction management or other related fields, and three (3) years of progressively responsible professional surveying experience including two (2) years supervisory experience as a survey party chief; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of route and land surveying; considerable knowledge of engineering calculations; considerable knowledge of managerial and supervisory principles and practices; and considerable knowledge of construction practices. Ability to perform surveying calculations; ability to manage, plan, assign and supervise the work of others; ability to coordinate operation schedules; ability to communicate effectively both verbally and in writing; ability to demonstrate excellent customer service skills; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 60 pounds; occasional carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Must be licensed as a registered Professional Land Surveyor (PLS) by the State of Oklahoma; and possession of a valid Oklahoma Class "D" Operator's License.

Page 2 (continued from Public Works Survey Manager)

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors possibly in inclement weather; and requires travel to various City locations to review construction sites; and may work in remote locations.

**Class Code: 1125**

**EEO Code: E-01**

**Pay Code: EX-40**

**Group: Engineering, Planning, and Technical**

**Series: Subprofessional Engineering and Technical**

**Effective date: December 29, 2008**