CLASS SPECIFICATION
Engineering Survey Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes and directs a section of employees engaged in various engineering support activities, including field and office land survey activities and real estate or water rights work; administers related service contracts; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Engineering Survey Manager is distinguished from Surveying Supervisor by having responsibility for a larger organizational section that may perform land survey as well as other engineering support activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, directs, and evaluates the work of assigned units, through subordinate supervisors, engaged in various activities in support of a bureau's engineering/construction work program, which may include professional survey and technical staff conducting field and office land survey and research, real estate, or water rights activities; may testify in court on related matters.
2. Determines operational objectives for optimal utilization of section personnel and material resources, reviewing and adjusting priorities and reallocating resources as necessary to meet changing work demands.
3. Reviews work in progress and work product to ensure correctness and compliance with good survey practices, Oregon Revised Statutes relating to survey conduct, City rules and regulations, and safety laws and regulations; signs and submits boundary surveys to County Surveyor.
4. Coordinates unit activities with other units, bureaus and agencies to avoid duplication or conflicting scheduling; takes initiative to resolve problems and negotiate mutually agreeable solutions.
5. Determines the need for contract survey services; prepares work specifications and recommendations; oversees activities of contractors and reviews results for compliance with contract provisions.
6. Prepares section budget proposals, determining, with input from subordinate supervisors, personnel or contract service needs, and researching and evaluating new equipment for purchase.
7. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development.

8. Recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with relevant laws and policies, subject to director and City management concurrence.

9. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the City and bureau missions, objectives, and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of land survey, including the U.S. Public Land Survey System, and applicable U.S. Survey Instruction Manuals and the Manual of Surveying Instructions.

2. Methods and operations of total station surveying instrumentation, Global Positioning Survey (GPS) technology and equipment, methods and practices in the use of survey/engineering software, and of the Geographic and Land Information Systems (GIS and LIS), and related equipment and systems.

3. The State Plane Coordinate System, Oregon Revised Statutes regarding surveying, and local land survey history and land problems.

4. Principles of mathematics, such as algebra, geometry and trigonometry applying to land survey.

5. Federal, state and local laws and regulations applicable to land survey, property descriptions, riparian rights, rights of way and easements, and real estate transactions and management.

6. Principles of effective supervision, evaluation and training, motivation and discipline, and personnel procedures.

Ability to:

1. Plan, organize and direct the work of a section that includes both office and field personnel performing a large and varied number of land survey and other engineering support assignments.

2. Operate, or direct and instruct others in the operation of various survey instruments and equipment, such as a total station-surveying instrument, and in taking accurate, complete field notes and making accurate survey calculations.

3. Interpret right of way, easement, or construction plan maps and surveys, and direct staking of construction projects in coordination with construction schedules.

4. Read, interpret, apply and review property descriptions, using survey/engineering software to accurately and effectively evaluate surveys and to record results.

5. Direct, control, and evaluate the work of consultant survey personnel.

6. Apply effective principles of financial management, cost accounting, and staffing analysis.

7. Communicate effectively orally and in writing, preparing clear, concise, and accurate technical reports and other documents using a personal computer.
8. Establish and maintain effective working relationships with diverse groups and individuals encountered during work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in surveying or engineering; and at least five years of professional land survey supervision experience; or an equivalent combination of training and experience. Experience in a public agency is desirable.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

A State of Oregon Professional Land Surveyor license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2001. This class is composed of positions from the following class(es):

3165 ENGINEERING SURVEYING MANAGER. Revised: 09-21-84; 07-01-92

June 2009 - Change Job Class number from 7673 to 30000696, due to system change.