

City of Portland

CLASS SPECIFICATION

SURVEYING MANAGER

[*CLASS CODE*]

[*ESTABLISHED DATE*]

CLASSIFICATION SUMMARY

Reports to an Engineering Manager, Chief Engineer, or other management- or executive-level position. Under minimal direction, provides professional and managerial guidance and direction to supervisors and staff of one or more surveying organizational units.

Responsibilities include: planning, organizing, integrating, and directing the full range of professional surveying, right-of-way, water rights, and related work; overseeing all activities and projects within assigned organizational units; managing staff, budget, schedules, and project scopes; establishing unit and project goals; setting performance standards; implementing work plans and strategies by directing the activities of subordinate supervisors to achieve objectives and complete projects.

DISTINGUISHING CHARACTERISTICS

Surveying Manager is a management-level classification.

Surveying Manager is distinguished from Surveying Supervisor in that the former sets direction, goals, and performance standards for larger or multiple organizational units, has greater responsibility for program implementation and budgets, and supervises Surveying Supervisor positions.

Surveying Manager is distinguished from the Engineer series in that the latter provides professional engineering guidance and the former manages professional land surveying services in support of City engineering and capital projects.

Surveying Manager is distinguished from the Manager series in that the former provides professional guidance to one or more surveying organizational units and requires specialized education, training, and/or experience.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Manage and direct land surveying activities integral to the design and construction of capital projects and the maintenance of the City's infrastructure.
2. Review and analyze design and construction surveying requests; determine the legal, technical, and operational surveying and mapping requirements.
3. Oversee development of survey cost estimates and preparation of project scope; provide project management including quality assurance and control, technical support, review of deliverables, and resource allocation to ensure completion.
4. Coordinate development and completion of surveying, construction and water rights project plans, mapping, and standards; coordinate with project stakeholders to ensure operations remain on schedule and budget; direct, organize, supervise, review, and suggest revisions for project plans, mapping, construction, and management; manage staff, budget, schedules, and scope of projects.

5. Manage surveying contracts; procure professional services; develop scopes of work; monitor and evaluate progress and final deliverables; review and approve payments.
6. Manage right-of-way and easement acquisition and maintenance of existing rights-of-way and easements.
7. Provide technical support or research on complex surveying, design and construction support, or property rights issues regarding proposed or existing properties, assets, or capital projects.
8. Collaborate with senior management in preparing strategic plans and annual work plans; develop, implement, improve, and evaluate programs, projects, workflow, methods, and work products in accordance with Bureau/Office plans, budgets, and polices; perform various specialized financial, revenue, budgetary, and/or management studies and analyses.
9. Assist in budget development and administration, including forecasting resources needed for staffing, equipment, materials, and supplies; monitor budget to actual revenues and expenditures and suggest mid-year or other adjustments.
10. Manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.
11. Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate performance and complete annual performance reviews.
12. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
13. Ensure project completion in accordance with work plans, and compliance with all applicable federal, state, and local laws, regulations, ordinances, codes, and policies, and Bureau/Office policies and procedures.
14. Establish guidelines for deliverables; approve planning documents and issue recommendations to management; oversee the development of comprehensive standard operating procedures.
15. Attend public meetings to assist with and make presentations, conduct community outreach, and respond to sensitive citizen and media questions, feedback, and requests for information.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal direction and oversight by an Engineering Manager, Chief Engineer, or other management- or executive-level position.

Directly supervises a minimum of two (2) employees, including a two (2) professional land surveying positions, of which at least one (1) is a Surveying Supervisor. Indirectly supervises staff assigned to subordinate supervisors.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of the theory, principles, and practices of land surveying, including mathematics, physics, geology, and engineering, remote sensing, photogrammetry, land descriptions, right-of-way and property rights, and easements.
2. Through knowledge of methods and operations of land surveying instruments and equipment, including Global Information Systems (GIS).
3. Knowledge of the principles and practices of leadership, operational and strategic planning, current business communication, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the organizational unit and Bureau/Office.
4. Knowledge of principles of management, supervision, training, and performance evaluation.
5. Knowledge of budgeting, scheduling, cost control, safety, and administrative practices.

6. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
7. Knowledge of information technology applicable to surveying, mapping, project management, and business aspects of the area of specialization or unit.
8. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
9. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
10. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
11. Ability to supervise and direct the work of non-technical, technical, professional, and supervisory staff.
12. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
13. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
14. Ability to utilize surveying/engineering- and City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in surveying, geomatics, engineering, or field related to organizational unit or Bureau/Office;

AND

Experience: Six (6) years of progressively responsible experience in professional land surveying or directly related field, including three (3) years in a supervisory role.

Special Requirements and/or Qualifications:

Professional Land Surveyor (PLS) License, Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS).

A valid Certified Water Rights Examiner license may be required for certain positions.

A valid state driver's license.

Preferred Qualifications:

Experience in public administration, project management, or asset management.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: