

City of Portland

CLASS SPECIFICATION
SURVEYING SUPERVISOR

[**CLASS CODE**]

[**ESTABLISHED DATE**]

CLASSIFICATION SUMMARY

Reports to a Surveying Manager or other management- or executive-level position. Under general direction, participates in and supervises the completion of large, complex surveying, mapping and construction projects.

Responsibilities include: planning, directing, and reviewing the work of an organizational unit; managing staff workload; establishing performance requirements and technical standards; overseeing Bureau/Office surveying projects or services; managing the planning, surveying and construction of City projects and utilities; providing professional surveying and technical guidance, and supervision to staff; collaborating with other surveying staff to deliver services, develop policies and procedures, complete projects, and signing and sealing Records of Surveys, legal descriptions and Final Proof Surveys.

DISTINGUISHING CHARACTERISTICS

Surveying Supervisor is a supervisory classification.

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

Surveying Supervisor is distinguished from the Supervisor series in that the former has responsibility for the completion of surveying and construction projects, oversees professional surveying activities 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. Supervise the work of surveyors and staff within an organizational unit, exercising technical and administrative oversight; independently perform the full range of professional surveying work assignments; provide project direction and planning.
2. Plan, supervise, and oversee the work of professional and technical staff within a unit; assign work to subordinate staff; review plans, documents, budgets, schedules, and project reports.
3. Review and analyze design and construction surveying requests; determine the requirements necessary to meet the project criteria.
4. Develop and provide survey cost estimates, including realistic timelines and deliverables; provide options or recommendations to ensure project efficiency and successful completion.

5. Plan and prepare scope of surveying and construction staking projects; monitor work in progress; review deliverables; ensure final product meets technical and legal requirements; sign and seal Records of Surveys, legal descriptions and Final Proof Surveys.
6. Develop and implement quality control practices for field survey data collection, map and exhibit preparation, legal descriptions, and design and construction review and layouts.
7. Serve as primary liaison to internal and external engineers, architects, and project managers requesting surveying services.
8. Prepare contract specifications for projects that require external surveying services and monitor work of contractors and deliverables.
9. Recruit, hire, schedule, assign work to, and supervise staff, including casual/seasonal employees.
10. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
11. Develop job tasks and responsibilities, performance requirements, and personal development targets for staff; provide instruction for performance improvement and development; assign and monitor staff work plans; organize and lead staff meetings; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
12. Lead, supervise, and provide assistance to organizational unit; create a positive and supportive work environment; enforce workplace safety.
13. Create standard practices, policies, and procedures for day-to-day operations of the unit, programs, projects, or tasks; establish goals and direction and communicate expectations to staff.
14. Develop and monitor unit performance and identify opportunities for improvement; oversee development of new tasks and responsibilities for programs and projects.
15. Collaborate with unit management and staff to plan, organize, and direct resources to complete projects within defined budget and schedule.
16. Communicate the status of programs, projects, and tasks with Bureau/Office management and other related units, and make recommendations and adjustments as necessary.
17. Participate in the development and administration of the unit's budget, including cost analysis of programs, projects, and staff.
18. Update and maintain various unit databases and reports, and use data to guide and inform decision-making processes.

Specific Duties:

In addition to the General Duties, the incumbent may perform the following duty specific to the assigned position.

1. Develop and facilitate maintenance of the City's water rights; interpret hydrological data; report water use to the State of Oregon.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction by a Surveying Manager or other management- or executive-level position.

Directly supervises a minimum of four (4) employees, including one (1) Surveyor I or II.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of surveying theory, principles and practices pertaining to land surveying, including mathematics, physics, geology, engineering, remote sensing, costs, construction techniques, regulations, standards, equipment and photogrammetry.
2. Knowledge of budgeting, scheduling, cost control, safety, and administrative practices.

3. Knowledge of principles and practices of leadership, current business communication, public administration, program evaluation, and fields related to the mission and purpose of the organizational unit and Bureau/Office.
4. Knowledge of surveying administration, project and program planning and management, organization principles, and management fundamentals and methods.
5. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
6. Knowledge of relevant statutes, regulations, policies, and procedures that pertain to the unit, along with the ability to interpret and apply them.
7. Knowledge of fundamentals and methods of planning, organizing, and allocating work to subordinate staff.
8. Ability to supervise and direct a diverse staff of non-technical, technical and professional personnel.
9. Ability to operate, and instruct staff in the use of, surveying instruments and equipment.
10. Ability to establish and maintain effective working relationships with management, staff, and others encountered in the course of work.
11. Ability to communicate effectively, both verbally and in writing, to management, technical and non-technical staff and present information, reports, and recommendations clearly and persuasively.
12. Ability to utilize City-specific technology and general office software.
13. Ability to make decisions within established policies and procedures that influence the daily operations of the unit and work of subordinate staff.
14. Ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.

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: Four (4) years of progressively responsible experience in professional land surveying or related field, including one (1) year of experience 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: