

Summary of Duties: Assigns, reviews and directs the work of several survey parties and office assistants engaged in preliminary, property, construction, topographic, geodetic, and hydrographic surveys; or plans, organizes and directs the activities of a large survey unit; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Survey Supervisor directs the work of several field survey parties, each of which is supervised by a Survey Party Chief. A Survey Supervisor is responsible for the quantity and quality of work accomplished by survey parties, the coordination of design and construction requirements with survey practices, and the execution of departmental policy. Work is received in terms of general directions to effect survey work in a geographical area or for specific types of surveys, with broad discretion allowed in choosing methods and timing to achieve results.

A Senior Survey Supervisor has the responsibility, for the operations of a large survey unit. Assignments are received in broad general terms, and an employee of this class, with the assistance of subordinate Survey Supervisors, plans and coordinates the details of the operation of a number of survey parties. As bona fide supervisors, employees in both classes are responsible for the performance of the full range of supervisory activities including application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties: Survey Supervisor: Supervises a number of survey parties in a wide variety of preliminary, property, construction, topographic, geodetic, and hydrographic survey; assigns personnel to parties; assigns work to Survey Party Chiefs; outlines goals and general procedure, and reviews data and information base for work to anticipate problems and solutions; examines construction plans to determine procedures in surveying; confers with Survey Party Chiefs in the field and in the office and checks on the progress and adequacy of work performed; reviews field notes of completed surveys for general accuracy and adequacy; requests, controls, and assigns instruments, materials, equipment, and vehicles; checks time reports of subordinates;

Coordinates the activities of a survey unit with design, drafting, and construction units; interprets and clarifies records and field notes of a survey unit to office engineering personnel; supervises office assistants engaged in checking, compiling, indexing, and filing survey records; locates disputed property lines and section corners, and clarifies conflicting legal descriptions; reviews parcel and tract map checking procedures;

Scouts proposed locations and routes for utility lines, roads, and other improvements; studies and reports costs, alternate routes, drainage, and location and relocation of access roads, utility lines, and other facilities; selects positions of triangulation stations and precise elevation bench marks; prepares reports on the progress and status of work; maintains a cooperative and friendly relationship with the general public and with public and private survey agencies, may search, analyze, and compile data from surveys and legal records in preparation for survey work; trains personnel; estimates survey costs; and may act for a Senior Survey Supervisor in the absence of the Supervisor.

Senior Survey Supervisor: In addition to the above, directs the work of a large survey unit through Survey Supervisors and Survey Party Chiefs; approves tract maps for proper establishment of monuments and street center lines; confers with the division head, department engineers, and representatives of the National Geodetic Survey, United States Geological Survey, the County Surveyor, and other public and private engineering and surveying organizations for the exchange of information and coordination of survey activities; examines proposed work projects to insure that center lines in the area are existing and correct; prepares budgets; estimates costs and staffing requirements; may act for the Engineer of Surveys in the absence of the Engineer.

Performs various field engineering assignments, including drainage studies, right-of-way locations and improvements, clearance problems, and land use studies; does responsible reconnaissance work in the determination of routes and locations of utility transmission lines and other facilities; and evaluates and reports on data from subsidence and settlement checks.

Both Classes: Communicate equal employment/affirmative action information to employees; apply job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates; assist employees in preparing for promotion as described in the City's Affirmative Action Program. May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

<u>Knowledges:</u>	<u>Survey Supervisor</u>	<u>Senior Survey Supervisor</u>
Survey Principles and practices as applied to preliminary, property, construction, topographic, geodetic, and hydrographic surveys;	Good	Good
Survey instruments, their use, and methods of adjustment;	Good	Good

Mathematics, through plane trigonometry, as applied to problems in plane surveying;	Good	Good
Basic features of United States public land subdivision:	Good	Good
Techniques, practices, and problems involved in retracing property lines and street center lines;	Good	Good
Interpretation and application of legal descriptions of property;	Good	Good
Safety principles and practices;	Good	Good
Survey requirements for design, drafting, construction and legal proposes;	Working	Good
Functions of Federal, State, and County surveying agencies;	General	Good
Photogrammetric methods as applied to topographic surveys;	General	Good
General principles of urban subdivisions of property and of City specifications for subdivisions;	Good	Good
Use of higher mathematics, reference works, and tables required to solve difficult problems in geodetic surveying;	Working	Working
<u>Qualifications:</u>		
<u>Knowledges:</u>	<u>Survey Supervisor</u>	<u>Senior Survey Supervisor</u>
Design and construction practices as related to interpretation and checking of various types of construction plans;	Working	Good
Laws and regulations related to equal employment opportunity and affirmative action;	Working	Good
Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;	Good	Good
City personnel rules, policies and		

procedures;	General	Good
Memoranda of understanding as they apply to subordinate personnel;	General	Good
Supervisory principles and practices including: planning, delegating and controlling the work of subordinates;	Good	Good
Techniques for counseling, disciplining; and motivating of subordinate personnel;	Good	Good
Techniques of training, instructing and evaluation of subordinate work performance;	Good	Good
Procedures for grievance handling;	Good	Good

<u>Abilities:</u>	<u>Survey Supervisor</u>	<u>Senior Survey Supervisor</u>
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Plan, lay out, direct, coordinate, inspect, and evaluate the work of a group of survey parties;

X

X

Instruct subordinates in the use of surveying, drafting, and computing equipment, and in survey methods;

X

X

<u>Abilities:</u>	<u>Survey Supervisor</u>	<u>Senior Survey Supervisor</u>
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Interpret, organize, and evaluate field data;

X

X

Direct the preparation of notes, sketches, and field maps;

X

X

Write clear and concise reports;

X

X

Determine optimum survey methods and potential problem areas from a preliminary review of construction plans and other data;

X

X

Deal tactfully and effectively with the

public and with other survey and engineering agencies;	X	X
Coordinate and direct the activities of a large survey unit.		X
Establish and maintain a work environment to enhance both employee morale and productivity;	X	X
Apply supervisory principles and techniques;	X	X
Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.	X	X
Three years of experience in the line supervision of engineering survey work at the level of Survey Party Chief is required for Survey Supervisor.		
Two years as a Survey Supervisor or in a class at least at the level which provides experience in directing engineering survey work is required for Senior Survey Supervisor.		

Licenses: Both Classes: A valid California driver's license and a valid license as a Land Surveyor issued by the California State Board of Registration for Civil and Professional Engineers are required. Registration as a Civil Engineer is acceptable if registration has occurred prior to January 1, 1982. Civil Engineers registered after January 1, 1982 must also possess a valid license as a Land Surveyor.

Physical Requirements: Both Classes: Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; back and leg coordination involved in stooping, kneeling and climbing; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.