



Office of Human Resources
Land Surveyor Supervisor - CE2176
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General Statement of Duties

Performs supervisory duties and professional land survey work that requires having diversified expertise in the principles and practices of land surveying.

Distinguishing Characteristics

This class performs supervisory duties and professional land survey work that requires having diversified expertise in the principles and practices of land surveying. This class is distinguished from the Land Surveyor, which performs full performance level, professional land surveying work that requires independent application of the principles and practices of land surveying.

Level of Supervision Exercised

Supervises two or more Land Surveyors.

Essential Duties

Supervises and performs land surveys including subdivision checks, laying-out of property lines, deformation studies, and geographic information systems (GIS) and ties to state plane coordinate system.

Supervises and prepares the checking of legal descriptions for properties, plans, ordinances, easements, and/or agreements.

Supervises and prepares the signing and sealing of land survey plats and exhibits in accordance with state statutes.

Oversees the establishment and maintenance of survey control monuments and performs statutory survey certification duties, including the authoritative interpretation of maps, deeds, or other land title documents to resolve conflicting data elements.

Supervises and files the compilation of monument records in accordance with state statute.

Supervises and performs field data collection and layout for construction and design projects and the acquisition of field data required to authoritatively position fixed works or cadastral data relative to geodetic control.

Participates in the coordination of contracts or projects by overseeing the work of contractors, consultants, and related personnel who have been assigned responsibility for various portions of the project, monitors projects for conformance to survey requests and approved plans.

Researches city ownership, right-of-way, and other property issues including the analysis, adjustment, or transformation of cadastral data of the parcel layer with respect to the geodetic control layer within a GIS resulting in positional accuracy.

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Participates in hiring interviews and the selection of candidate(s) for job opening(s).

Resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; adjusts work plans/activities because of budget changes.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Problem-Solving- Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of the concepts, principles, theories, and methods used in the measurement or determination of land boundaries, distances, elevations, areas, angles, and other features of the earth's surface.

Education Requirement

Bachelor's Degree in Surveying, Engineering or a related field.

Experience Requirement

Three (3) years of experience as a Land Surveyor.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licensure as a Professional Land Surveyor (PLS) issued by the Colorado State Board of Licensure for Professional Engineers and Professional Land Surveyors at the time of application.

Licensure as a Professional Land Surveyor (PLS) by another state will be accepted in lieu of this requirement providing the applicant is licensed by the State of Colorado by the completion of the probationary period.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to extremes of heat and cold.

Potential exposure to sufficient noise to cause distraction.

Potential exposure to conditions where there is danger to life and body (automobile traffic).

Potential exposure to atmospheric conditions that affect the skin or respiratory system.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record
Licenses/Certifications

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-815

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: