

**SURVEY SUPERVISOR
(Class Code 7287)
TASK LIST - 2015**

SUPERVISION

1. Plans long and short term survey projects in order to properly schedule job priority, determine method of approach to survey job, and make personnel assignments.
2. Supervises the proper care of equipment through a regular preventive maintenance program and employee assignment of inventory record keeping in order to have properly working equipment on hand.
3. Authorizes, both verbally and in writing, compensated and uncompensated time off, overtime, shift differentials and bonus pay.
4. Writes and records employee evaluations using SMART goal standards regarding job performance, and discusses evaluation with employee in order to ensure improvement and development in the organization.
5. Reviews evaluations written by first level supervisors in order to ensure adequacy, completeness, fairness and honesty.
6. Reads and/or personally investigates, employee time, purchasing cards, injury, auto accident, and mileage reports to ensure their completeness and accuracy.
7. Disciplines and/or provides counsel to employees in response to poor job performance, absenteeism and conflicts with co-workers by holding in person discussions, writing counseling disciplinary memos, making recommendations of notices to correct, and/or by suspension or discharge.
8. Instructs new and promotional employees on job practices on the use of equipment (such as total stations and GPS equipment) in the office or field and by verbally explaining survey techniques in order to increase production and efficiency.
9. Develops and oversees training programs to ensure employees have the skills necessary to complete tasks (such as software training, equipment training, proper survey techniques, etc.)
10. Assigns and tracks instruments, materials, equipment and vehicles to employees in order to conduct survey work.
11. Reviews plans, job specifications and job progress reports at various stages of the survey in order to develop and monitor budget compliance and completion deadlines and reports discrepancies to management.
12. Writes reports, both on standard forms and in narrative, related to relocation of facilities and alternate locations, right of way issues, budgeting, scheduling, costs, percentage completed and overall progress and status of survey work.
13. Assigns and reviews the indexing, recording, calculating and routing of completed survey work by field and office personnel in order to finalize survey jobs and ensure public access to the records.
14. Estimates personnel, equipment, material and employee training needs and submits funding requests to management for inclusions in annual surveying budget.
15. Conducts meetings in order to inform staff of updates, developments and general information concerning the survey unit.
16. Enforces equal employee opportunity, sexual harassment and City policies through group and one-on-one meetings, and disciplinary actions, in order to encourage participation, cooperation of employees, and ensure ethical guidelines are met.
17. Conducts and prepares selection interviews and attends job fairs for recruitment purpose.

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TECHNICAL

18. Instructs aerial photographers both orally and in writing, prior to the flight, about details of survey such as height, angle and scope in order for them to accurately record survey information.
19. Conducts all survey activities with the objective of insuring compliance with Federal and State laws, and with the duties and responsibilities of a land surveyor as established in the Professional Land Surveyors Act in order to avoid public criticism of the City.
20. Approves private development parcel maps, tract maps, and the checking procedures of office and field personnel, in order to ensure accuracy of survey jobs.
21. Verifies the proper establishment of horizontal and vertical control networks by comparison with published standards, calculations, visual inspection of scale drawings and field inspections in order to ensure adequacy of overall survey.
22. Reviews calculations using trigonometry, geometry, matrix algebra, basic math, computer programs, by hand and by calculators.
23. Reviews field notes and completed surveys in order to ensure survey accuracy and completeness.
24. Reviews and approves private sector construction plans for adequacy of survey data.
25. Reviews written (via email or hardcopy) and verbal requests for surveys in order to check for completeness of data prior to going into the field.
26. Determines the content of manual and computer-aided mapping in areas such as: symbols, line weights, point numbers, color coding, and scales, following approved drafting standards and then approves the final product to ensure it meets the requestor's needs.
27. Testifies as expert witness in court cases such as drug trafficking near school property, condemnation, and accident investigations in order to determine such things as proximity of clearances, accuracy of survey, boundary lines, etc.

RESEARCH

28. Reads legislative bills and the Professional Engineers and Land Surveyors Report, The California Surveyor, and technical journals and professional publications such as Surveying and Mapping, POB, and Professional Surveyor in order to be up to date in current survey laws, technology, techniques and equipment advances in the industry.
29. Researches and investigates private, City, County, State, and Federal records by reading: land descriptions, plats, reports, maps, engineers' notes and plans, and other records, or assigns such research activity to survey personnel, in order to resolve ownership, boundary lines and title disputes involving real property. **(Research)**
30. Researches property information such as title reports, records of surveys, retracement surveys, etc. in order to perform survey assignments.
31. Reviews and researches new technology and equipment for improvements to work flow and makes recommendations to management.

COMMUNICATION

32. Meets with survey and support personnel, both in the field and offices, in order to give assignments, verbally and in writing, and answer questions related to special equipment, job location and work procedures.
33. Discusses survey job specifics such as personnel and vehicle assignments, and job safety procedures with survey personnel in order to clarify details of job.

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34. Resolves questions on topics such as survey designs, extent of survey, on-site conditions, and conflict with existing construction through phone calls, text messages, radio transmissions, email, and in person.
35. Contacts private and public surveyors, engineers and the general public in person, by phone, and email in order to discuss survey project problems.
36. Instructs field and office personnel, verbally and in writing, in a wide variety of preliminary, property, research, deformation, construction, topographic, plane and geodetic control, and hydrographic surveys in order to complete survey projects on schedule.
37. Communicates, orally and in writing, with others at staff, project, and construction meetings in order to give and receive information related to survey jobs.
38. Writes and reviews legal descriptions and exhibits for property, parcels of land, easements, right of way, permits, leases, etc. pertaining to boundaries for City property.
39. Resolves survey related questions such as discrepancies in field notes and procedures for requesting a survey by phone, in person, and in writing in order to carry on City work.
40. Responds to employee grievances on issues such as other employee's actions and personal habits, disciplinary actions, and work assignments, both orally and in writing, in order to maintain cooperation, morale and continue work flow.
41. Recommends through verbal and written communication to management regarding alterations and improvements to City property such as painting, expanding, adding shelves and improving existing air-conditioning units based on needs through analysis of existing facilities.
42. Conveys information as an intermediary, both by phone and in person, between field personnel and office personnel in order to clarify questions and resolve problems, and to verbally explain details of survey.
43. Meets and confers with the general public and private surveyors at the public counter during peak periods in order to answer questions related to City procedures involving private development, bench mark adjustments, adjustment techniques and where to locate additional information.
44. Meets and confers with the general public in the field in order to verbally explain job plans, settle complaints, and answer questions related to length of survey and reason for survey (for example: street widening, sewer line, entry on private property, underground and overhead facilities, and new rights-of-way).

SAFETY

45. Develops and oversees employee training in safety procedures related to field work and/or job site evaluations through monthly safety meetings using videos and guest speakers in order to inform individuals, prevent personal injuries and property damage.
46. Coordinates and responds to emergency situations requiring survey personnel as needed.
47. Arranges for emergency repair of equipment by calling repair centers or sending equipment with employees to repair centers in order to prevent interruption in work flow.
48. Visually checks for conformity on the job site for safety procedures such as hard hats, appropriate footwear and placement of traffic control devices in order to prevent property damage, injury, and/or illness to field personnel or the general public.

MISCELLANEOUS

49. Drives personal and City vehicles to and from survey job sites including remote locations in order to meet and confer with engineers, property owners and contractors, and to inspect job sites.