



**JOB TITLE: SURVEY MANAGER**

**SUMMARY**

Directs the surveying and mapping activities for Short Subdivision, Record of Surveys, Boundary Line Adjustments, and Certificate of Exemptions.

**SALARY: \$37,500.00 - \$52,000.00 / Yr.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs duties and responsibilities commensurate with assigned functional area which may include any combination of the following tasks:

Determine section goals and objectives.

Plan, prioritize and assign survey and mapping projects.

Evaluate staff and equipment needs.

Develop and oversee section budget.

Prepare invoices and monitor project budgets.

Provide for the development and training of survey staff.

Establish performance standards and ensure maximum utilization of staff.

Market survey services for boundary surveys, short subdivisions, boundary line adjustments, and certificate of exemptions.

Review survey and mapping projects for financial and legal impacts.

Prepare and monitor scope and budget for survey services on projects.

Negotiate and administer contracts

Approve and certify right-of-way maps, legal descriptions, court exhibits, etc.

Advise staff, consultants, developers and citizens on surveying and mapping issues.

Investigate and handle disciplinary issues as warranted.

Perform related duties as assigned.

## **SUPERVISION RECEIVED AND EXERCISED**

Works under the general supervision of the President and Chief Executive Officer.

Exercises supervision over Professional Land Surveyors and Surveyors.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

Washington State Professional Land Surveyors License required.

Graduation from an accredited four-year college or university with a degree in Land Surveying, plus ten or more years of progressively responsible experience in Land Surveying.

Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

Thorough knowledge of: ... survey principles and practice; ... state and federal boundary law and judicial decisions; -cartographic methods and standards; ... Public Land Survey System retracement and subdivision rules; ... Federal Geodetic Control Committee Rules and Procedures; ... State Plane Coordinate Systems and map projections; ... Survey Control network design and adjustment; ... Global Positioning System; ... GIS system design; ... Relational Database Management System Design.

Knowledge of: ... engineering design and construction practices; ... Project management practices.

Proficiency with: ... algebra, trigonometry, calculus and statistical analysis; ... computer hardware and operating systems; ... COGO, CAD, DTM, and GPS software.

Skill in: -operation and care of survey instruments and data collectors; ... operation and care of GPS receivers; ... reading and interpreting design plans; ...mentoring, training and motivating others; ... organizing and prioritizing work for self and others; ... written and oral communication; ... responding to frequently changing work responsibilities; ... working

effectively with the general public; ... handling politically sensitive issues; ...working effectively as part of a team.

## **PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to 80 pounds.

The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field.

Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. Work is performed under all weather conditions, often on busy streets for construction sites, involves extensive standing and walking and includes clearing brush, working in swamps, manholes and on difficult slopes.