

Code: 2477

Title: SURVEY MANAGER

SUMMARY: Plans, manages and participates in the activities of the land surveying section in the Department of Transportation in support of the statutory requirements of the County engineer. This is distinguished from the classification of Survey Coordinator, which coordinates and performs professional land survey services for an assigned Department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises, trains and evaluates professional, technical and support staff;
Plans, organizes, controls, manages and participates in professional land surveying activities in the Department of Transportation and provides professional services to other county departments and a variety of outside agencies in support of the statutory requirements of the county engineer;
Develops and maintains the official Pima County land survey records;
Develops, negotiates and administers multiple professional land survey services contracts, including contracts for aerial photogrammetric surveys;
Reviews and certifies section staff and contracted survey work;
Conducts highly complex or sensitive land surveys and resolves difficult technical problems for assigned survey crews;
Supervises, participates in and approves the reduction and recording of survey field notes;
Serves as technical resource on interdepartmental committees for development and implementation of the Interactive Mapping and Automated Geographic Information Network projects;
Maintains or ensures staff maintenance of security and confidentiality of information created or encountered in the performance of duties;
Testifies as an expert witness on survey-related matters in lawsuits brought by the County, outside agencies, or individuals;
Develops, prepares, submits and administers the survey section budget.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, methods, techniques and instruments of land surveying, mathematics and physical sciences;
- laws, regulations and ordinances pertaining to the County engineer's responsibilities for land surveying;
- civil engineering principles and terminology of land surveying, including construction methods, engineering plans, specifications and mathematical calculations;
- principles and practices of effective staff supervision, training and evaluation;
- preparation and administration of a section budget;
- preparation, negotiation and administration of professional land survey services contracts, including aerial photogrammetric surveys;
- principles, practices and applications of computer-based resources in survey activities, e.g., computer-aided design/drafting (CAD/CADD), Geographic Information Systems (GIS), etc.;
- County rules, regulations and procedures for negotiation, procurement and administration of contracts;
- County personnel and administrative policies and procedures, i.e., Merit System Rules.

Skill in:

- applying land surveying and engineering principles and techniques to complex technical and professional field and office problems;
- interpreting and using engineering plans, maps, specifications and survey field notes;
- planning, organizing, directing and evaluating the work of professional and support staff, including multiple survey crews;
- communicating effectively;
- budget preparation and administration;
- contract negotiation, preparation and administration;
- maintaining technical and administrative records and preparing reports.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in civil engineering, architecture, planning, landscape architecture and four years of professional land surveying experience plus two years of supervisory experience, which may be concurrent with the required professional experience.

(A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of required professional experience.)

OR:

(2) Eight years of progressively responsible professional land surveying experience, including at least two years of experience supervising multiple land survey crews and/or administering land survey contracts.

OR:

(3) Two years of experience with Pima County as a Survey Coordinator.

OR:

(4) Five years of experience with Pima County as a Survey Party Chief.

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Professional Land Surveyor in any state is required at time of appointment. State of Arizona registration must be obtained within one year of appointment. All positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required licensure/registration shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.