



CLASSIFICATION NO. 735
Established: 9/08
Revised: 6/13, 7/22
Reactivated: 3/24
FLSA: Exempt
EEO: 2

SURVEY AND CADD SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct, and supervise assigned staff performing surveying activities and Computer Aided Design and Drafting (CADD) functions, and to perform survey and CADD work within the Transportation Engineering and Construction program; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The purpose of the Transportation Engineering & Construction program is to provide survey, design, right of way, construction, and project management services to the public so they can safely and efficiently connect with goods, services, employment and people. The program within the Department of Transportation and Development (DTD) provides professional and technical engineering services including road engineering and surveying, right-of-way services construction management and CADD.

The Survey and CADD Supervisor is a registered Professional Land Surveyor responsible for supervising and overseeing a section of land surveyors and engineering technicians with survey and CADD duties that support capital projects, development review, road statute administration, traffic engineering, road maintenance, transportation planning and other programs with transportation infrastructure related projects. This classification provides overall direction for the section in planning, scheduling, budgeting, project definition, project management, and policy development. This position functions as a senior level Professional Land Surveyor (PLS) reference and provides professional expertise relating to transportation infrastructure and various aspects of surveying.

The Survey and CADD Supervisor is the highest level registered Professional Land Surveyor in the Transportation Engineering & Construction program and is primarily concerned with areas within the engineering discipline related to survey data, which differs from the Civil Engineering Supervisor, which requires a P.E. and is the highest level registered Professional Engineer which generally operates in the areas of civil engineering design and construction management. It differs from the Transportation Engineering Manager which manages all aspects and functions of the department's Transportation technical functions; from the County Surveyor which has primary responsibility for all operations within the County Surveyor's Office, including private land surveys, plat review, recording property surveys and public land corner maintenance, and which performs duties as defined by Oregon Revised Statutes.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans and coordinates the activities of the transportation survey group within DTD; allocates resources, establishes schedules, assigns and prioritizes work and supervises staff for successful, timely completion of projects and accomplishment of section goals; evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; monitors and evaluates effectiveness in meeting established objectives of section, projects and plans; develops and implements policy and procedural improvements and recommends policy changes to higher level management; recommends and assists in the implementation of goals and objectives; serves as liaison to private contractors and industry.
2. Hires and supervises professional staff and engineering technicians providing survey and CADD functions; prepares performance evaluations; works with employees to correct deficiencies; recommends and administers progressive discipline and/or termination; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
3. Functions as senior level Professional Land Surveyor (PLS) reference and provides professional expertise relating to transportation infrastructure and various aspects of surveying for transportation staff; provide PLS seal and signature for staff produced documents as required; prepares various reports on operations and activities; maintains professional proficiency in accordance with accepted professional or technical standards.
4. Participates on the management team of the Transportation line of business; provides input on goals and policies; participates in operational decisions; fosters positive working relationships; adheres to County personnel management policies and goals.
5. Participates in preparing program budget; prepares cost estimates for budget recommendations; submits justifications and requests; monitors and controls expenditures; tracks equipment condition and maintenance and makes recommendations for new equipment purchases for survey and CADD staff; recommends, assigns and coordinates professional services contract as needed to augment staff resources in regards to survey and CADD.
6. Provides survey and CADD services in assigned work areas, including capital projects, development review, field survey for right of way acquisition and location, construction, road maintenance and vacation, and road statute administration and legalization; boundary location; monument location and preservation; survey records and data computation; records research; writing and reviewing legal descriptions, deeds and Board Order preparation and verification. Ensures appropriate and current methods used for technique, analysis, and preservation and accuracy of recorded information; oversees projects, assigns professional staff and provide methods and approach to survey; checks and corrects staff-produced and consultant submitted maps, drawings, documents and forms; reviews assigned projects for compliance with state laws and local regulations; assists in the interpretation of state laws for survey projects; records surveys with the County Surveyor's Office. Provides direction to staff on complex technical or procedural issues; makes or reviews decisions on difficult problems.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of methods and instruments used in land surveying and mapping; county, state and federal statutes, regulations, requirements and legal

procedures governing land surveying, right-of-way issues and drafting and mapping standards; engineering mathematics, including coordinate geometry and trigonometry; appropriate surveying methods and techniques; equipment needs and cost benefit of new technologies for effective mapping, drafting and surveying; ethical and professional rules, regulations and standards governing the practice of surveying and engineering.

Working Knowledge of: Public administration, including management analysis, organizational design, supervision, project management and personnel management; the operation of field and office survey equipment, including theodolite, electronic distance measuring device, global navigation satellite systems, data collector, computer aided drafting and design software, and common office software suites.

Some knowledge of: modern office procedures, methods and computer equipment, financial record keeping and reporting, assisting in preparing and administering a budget

Skill to: Communicate effectively, both orally and in writing, including land surveying technical issues related to transportation and development; lead and supervise others; motivate people in the workplace; effectively hire, train, evaluate and discipline personnel; prepare and check survey documents, including drawings, maps, deeds and legal descriptions; properly research public records to compile information necessary for resolving survey issues; prepare and maintain accurate records; comply with ethical and professional rules, regulations and standards governing the practice of surveying and engineering; establish and maintain effective working relationships with engineers, private surveyors, contractors, other government agencies, advisory groups, media, county staff and the general public; interpret and apply, federal, state and local government operating methods and procedures; listen effectively to issues raised by staff, consultants and the public concerning projects and identify the issues in a coherent project report; formulate and evaluate policies and procedures; ability to maintain accurate records; ability to assist in preparing and administering a budget.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of experience as a PLS and a minimum of 1 year of supervisory or professional lead work experience.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Registration as a Professional Land Surveyor in the State of Oregon, or ability to obtain registration within 6 months of hire. License must be maintained throughout the course of employment.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.