

DESCRIPTION: Under limited supervision; supervises assigned survey and other employees and participates in and coordinates all surveys conducted to set ground control for geodetic and global positioning system (GPS) surveys; performs administrative and complex geodetic survey work; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first supervisory classification level of the Geodetic Survey class series, which includes Highway Survey Assistant, Geodetic Survey Technician, and Highway Geodetic Field Supervisor classes. Positions at this level supervises on an on-going basis and provides technical training, advice, and guidance to Survey Assistants, Survey Technicians and others, and schedules, coordinates, and reviews the work of members of a small survey team. Types of surveys conducted include topography, profile, x-section, hydraulic, and utility surveys.

This job class is distinguished from the Assistant and Technician classes by its assigned supervisory responsibilities. The class is distinguished from the Highway Geodetic Field Supervisor class that has responsibility for supervising several Highway Geodetic Crew Supervisor positions.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Organizes, assigns, and monitors work activities and schedules of assigned survey employees to balance workloads and to achieve work goals and priorities.

Identifies training needs and trains assigned employees, and guides and counsels employees to increase their performance capabilities and ensure consistent application of agency policies and technical surveying standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant and employee capacities, to document assessments made, and to recommend personnel actions.

Prepares administrative correspondence, records, and status reports to provide information and explanations to agency management and others, and to document work team activities directed.

Trains and advises other surveyors, agency staff, and workers for other agencies in the operation of GPS equipment, digital level, and surveying hardware and software.

Directs a team in all forms of surveys; directs the placement of photogrammetric control points in the field for aerial flight photography; directs the locating of government triangulation and benchmarks and section corners; verifies these locations for accuracy.

Plans GPS survey schedules and coordinates reconnaissance for traverse network of ground control by directing the activities of others.

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Supervises the checking and reducing of geodetic and preliminary survey field notes; takes notes as needed for field survey information such as angles, levels, distance measurements and other notes.

Makes the final determination on all coordinate values for State Plane Coordinate projects; modifies State Plane Coordinates for mapping and design work; computes and files coordinates for property corners; checks coordinates provided by Right-of-Way Division and supplies Right-of-Way Division with coordinates of section corners.

Locates project area vertical control locations to determine proper route for level runs.

Designs appropriate traverse network and communicates this to others.

Performs final checks and final computations for geodetic surveys; computes vertical and horizontal closure errors in traverse network by angles, distance and levels.

Researches or directs the research of agency and courthouse survey records.

Reviews and responds to inquiries from surveying staff of local jurisdictions or contractors and the public, such as how to reset a destroyed monument.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: GPS, geodetic, preliminary, and photogrammetric surveying techniques and technology used in field and office settings; NDOR surveying policies, criteria, and procedures; general computer applications for spreadsheet and database management; NDOR computer program applications such as Geopak, Microstation, and TGO; general supervisory practices, agency personnel policies, and State personnel regulations and labor agreements; NDOR and federal regulations and standards pertinent to surveys conducted; computations used in field surveys and their relation to roadway and right-of-way design requirements; Nebraska State plane coordinate system.

Skill in: operating high precision survey instruments; identifying, planning, coordinating and executing technical and logistical aspects of field surveys; resolving differences between technical and regulatory perspectives; instructing others in surveying principles and practices.

Ability to: train others in the use of survey equipment including conventional and electronic instruments; use and demonstrate the use of personal/laptop computers hardware and applications; determine accuracy of geodetic survey data via computers and calculators; plan and coordinate survey activities; download, process, and generate coordinates from GPS data; supervise others; plan, organize, and coordinate the activities of assigned employees engaged in GPS, geodetic, preliminary, right-of-way, and photogrammetric surveys; interpret survey requests; communicate in person, and by telephone, email, radio, and correspondence to share technical information with office and field employees and staff of contractors and local jurisdictions; interact with agency employees and officials of other agencies/firms to maintain work relationships.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Two year post high school degree in surveying, engineering, construction, photogrammetry, geosciences/geodesy, or other mapping/engineering technology, and five years of experience in performing or coordinating civil/land/geodetic surveying activities, or in using global position system techniques and instruments, or in training or instructing others in these fields. Experience in these fields may substitute for the required education on a year-for-year basis.

SPECIAL NOTES:

State-wide and overnight travel is required. Possession of a valid driver's license is required at the time of appointment and during the duration of employment.

Working in inclement weather conditions (e.g., heat, cold) and in heavy traffic locations, and moving and handling heavy equipment and material weighing up to 80 pounds over rough terrain, is required.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).