

### HIGHWAY GEODETIC FIELD SUPERVISOR

DESCRIPTION: Under limited supervision of the Highway Geodetic Supervisor, is responsible for the coordination, scheduling and supervision of geodetic surveys; performs related work as required.

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

Supervises a staff of field survey personnel that conducts preliminary, right-of-way, geodetic and GPS surveys.

Schedules, coordinates and monitors work assignments for geodetic, preliminary and right-of-way surveys with in-house staff and field personnel assigned to district offices.

Reviews and/or approves time reports, leave requests and performance evaluations.

Interviews and recommends job applicants.

Compiles information for photogrammetric surveys such as government survey data, mosaics, quadrangle maps, county maps.

Directs the planning and designing of the ground control network.

Reviews and approves all survey field notes and computations for completeness and accuracy for transmittal to the Highway Geodetic Supervisor.

Maintains survey project files, inventory records, personnel files, coordinate files, etc.

Ensures that the maintenance of all survey-related equipment, including vehicles, is accomplished in a regular timely manner.

FULL PERFORMANCE KNOWLEDGE, ABILITIES AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: management principles.

Ability to: train personnel in all aspects of surveying; coordinate survey activities of district and staff; communicate effectively; interpret needs of Roadway and Right-of-Way design.

Skill in: organization; setting priorities and meeting schedules; tactfully managing others.

ENTRY KNOWLEDGE, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: all survey activities, methods and procedures; departmental rules and regulations.

## HIGHWAY GEODETIC FIELD SUPERVISOR (continued)

Ability to: operate all survey equipment and train others on their use; plan, organize and coordinate the activities of in-house and district personnel as they relate to geodetic, preliminary, right-of-way and GPS surveys; interpret survey requests and how they relate to roadway and right-of-way design; communicate effectively with office, field and district personnel.

Skill in: verbal and written communication; conflict resolution; organization; use of high-precision survey equipment and their limitations; directing and/or instructing others.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is high school education or equivalent AND education or experience in civil surveying and experience in supervision of survey crews.

### SPECIAL NOTE

Valid drivers license required

Some overnight travel may be required.