

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CIVIL TECHNICIAN SUPERVISOR

JOB DESCRIPTION

Employees in this job may supervise drafting, engineering, surveying, or traffic technicians in a specific area of specialized work. The employee works within general methods and procedures, exercises considerable independent judgment to select the proper courses of action and ensures work conformance with established guidelines, methods, procedures, and policies.

There are two classifications in this job.

Position Code Title – Civil Technician Supervisor-1

Civil Technician Supervisor 12

The employee serves as a first-level supervisor with responsibility for directing the work of specialized lower-level paraprofessional technical employees.

Position Code Title – Civil Technician Supervisor-2

Civil Technician Supervisor 13

The employee serves as a second-line supervisor with responsibility for directing the work of specialized lower-level paraprofessional technical employees through lower-level supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

CIVIL TECHNICIAN SUPERVISOR

PAGE No. 2

Maintains records, prepares reports, and composes correspondence relative to the work.

Meets with outside engineers, architects, consultants, and local governmental officials, as required.

Checks detail drawings, stress computations, and quantities for accuracy and conformity to office practices, standards, specifications, and design theory; maintains sets of drawings, test reports, work changes, etc. for projects.

Computes material quantities for construction plans and prepares quantity sheets and cost estimates.

Details grades, geometric, drainage, utilities, and structures and computes necessary dimensions.

Shows survey centerlines, construction centerlines, and physical, cultural, and geographic features, and verifies ties and alignment data by mathematical computations.

Plots field notes, checks general land office records, and draws or traces maps to scale.

Takes samples, and tests and inspects highway construction and maintenance materials to ensure conformance with required specifications.

Directs, tabulates, and correlates engineering surveys of office and field data and prepares summary reports of investigations.

Evaluates and makes recommendations concerning changes in documents and ensures that authorized changes are carried out.

Directs the preparation of engineering drawings, charts, maps, specifications, legal descriptions, cost estimates, etc.

Directs technician staff in the operation of a full range of optical, mechanical, and electronic surveying equipment.

Reviews and oversees staffs' survey findings and delineation of lines and boundaries by directing technicians in staking construction projects and performing new and updated plots of survey.

Oversees the preparation of topographic and contour maps of land surveyed.

Coordinates the inventorying and analysis of traffic control devices and prepares recommendations concerning the accomplishments of State forces performing installation of traffic control devices on the state trunk line system.

CIVIL TECHNICIAN SUPERVISOR

PAGE No. 3

Reviews preliminary and final construction plans in terms of traffic operations, construction staking and signing, geometric design, final signing, signals, pavement marking, and reflective systems.

Coordinates the preparation and achievement of proper traffic control devices in areas of construction and maintenance activities and provides other direct support services.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed below is required at the 12 level and considerable knowledge is required at the 13 level.

Knowledge of paraprofessional engineering principles and practices as applied in the specific and related areas of specialization.

Knowledge of the techniques and procedures used in the compilation of topographical maps and survey methods.

Knowledge of scale determination and conversion in the use of general land office plots, field notes, and other guide material in the development of maps.

Knowledge of engineering principles and practices as applied in the specific and related areas of specialization.

Knowledge of algebra, trigonometry, plane and solid geometry, and mathematical tables.

Knowledge of the use and care of a full range of surveying and drafting instruments and peripheral equipment.

Knowledge of field survey procedures as they relate to location and use of instruments, land surveying formats, language, and accepted methods for recording measurements and data.

Knowledge of the U.S. Public Land Survey system and appropriate Michigan statutes.

Knowledge of the principles and practices of traffic technology as applied to operations, highway geometric design, research, and safety.

Knowledge of the methods of investigating and analyzing traffic and safety control measures and conditions, traffic design standards, and policies and procedures.

Knowledge of training and supervisory techniques, and employee policies and procedures.

CIVIL TECHNICIAN SUPERVISOR

PAGE No. 4

Ability to read and interpret plats, plans, and maps and interpret design and construction plans and specifications that are required in the preparation of maps, drawings, and charts and be able to operate various surveying and drafting instruments.

Ability to analyze, correlate, and present factual data in graphic form.

Ability to read and interpret traffic designs, construction plans, and specifications and to analyze accident patterns at specific locations in order to make recommendations for correction.

Ability to adapt new technology and methods to increase program effectiveness.

Ability to organize and coordinate technician work activities of a specific area and to apply current standards, policies, and procedures to work projects.

Ability to prepare the required work reports and to conduct field investigations and prepare recommendations.

Ability to work with government agencies and individuals on technician-related problems.

Ability to communicate with others and to maintain favorable public relations.

Working Conditions

Some jobs require an employee to work outdoors in field locations as well as in an office and may require movement from one location to another.

Some jobs require exposure to working along busy highways and adverse weather conditions.

Physical Requirements

None.

Education

Possession of an associate's degree in civil technology.

Experience

Civil Technician Supervisor 12

Four years of experience equivalent to a Drafting, Engineering, Surveying, or Traffic Technician, including two years equivalent to a Drafting, Engineering, Surveying, or Traffic Technician E10, or one year equivalent to a Drafting, Engineering, Surveying, or Traffic Technician 11.

CIVIL TECHNICIAN SUPERVISOR

PAGE No. 5

Civil Technician Supervisor 13

Five years of experience equivalent to a Drafting, Engineering, Surveying, or Traffic Technician, including three years equivalent to a Drafting, Engineering, Surveying, or Traffic Technician E10, two years equivalent to a Drafting, Engineering, Surveying, or Traffic Technician 11, or one year equivalent to a Civil Technician Supervisor 12.

Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CIVTCHSPV

Job Code Description

Civil Technician Supervisor

Position Title

Civil Technician Supervisor-1

Civil Technician Supervisor-2

Position Code

CIVTSPV1

CIVTSPV2

Pay Schedule

NERE-098

NERE-102

ECP Group 3
Revised 6/1/06
TeamLeaders