

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**LAND SURVEYOR MANAGER**

**JOB DESCRIPTION**

Employees in this job have responsibility for the planning and directing of professional land surveying activities of a number of survey crews in an area of the state. The employee works within general methods and procedures and exercises considerable independent judgment to select the proper courses of action. The work requires knowledge of the policies, procedures, and regulations of a departmental survey program, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

**Position Code Title - Land Surveyor Manager-2**

Land Surveyor Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

**Position Code Title - Land Surveyor Manager-3**

Land Surveyor Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title - Land Surveyor Manager-4**

Land Surveyor Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**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.

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

Directs the preparation of survey maps, plans, and exhibits.

Provides surveying expertise to special surveying problems.

Reports facts and conclusions reached from the results of surveys by correspondence or conferences with the requesting agencies.

Meets with planning and design engineers and architects to determine pertinent information required for project plans.

Solves field problems of survey crews by providing needed information from the central office.

Handles correspondence directed to the surveying unit and has liaison with other surveyors and officials of various other agencies.

Maintains close liaison with the Attorney General staff and serves as a professional witness in court cases involving submerged land disputes.

Participates as an instructor in training sessions for other divisions.

Performs preparatory research for upcoming surveys.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Thorough knowledge of mathematics, mathematical tables, and computations applicable to the work.

Thorough knowledge of principles, practices, and materials used in survey work.

Thorough knowledge of surveying instruments and equipment and their use and care.

Thorough knowledge of state law regarding the establishment of plats, property lines, and survey monuments.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to use surveying equipment.

Ability to coordinate an office-field surveying activity.

Ability to train others in surveying work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

## **Working Conditions**

Some jobs require travel.

## **Physical Requirements**

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties may require an employee to traverse rough terrain.

## **Education**

Possession of a bachelor's degree with a major in surveying.

## **Experience**

### **Land Surveyor Manager 13**

Four years of professional experience conducting land surveys equivalent to a Land Surveyor, including two years equivalent to a Land Surveyor P11 or one year equivalent to a Land Surveyor 12 or Land Surveyor-Licensed 12.

### **Land Surveyor Manager 14**

Five years of professional experience conducting land surveys equivalent to a Land Surveyor, including three years equivalent to a Land Surveyor P11, two years equivalent to a Land Surveyor 12 or Land Surveyor-Licensed 12, or one year equivalent to a Land Surveyor Manager 13 or Land Surveyor Licensed Specialist 13.

### **Land Surveyor Manager 15**

Six years of professional experience conducting land surveys equivalent to a Land Surveyor, including three years equivalent to a Land Surveyor-Licensed 12, two years equivalent to a Land Surveyor Manager 13 or Land Surveyor Licensed Specialist 13, or one year equivalent to a Land Surveyor Manager 14 or Land Surveyor Licensed Specialist 14.

## **Special Requirements, Licenses, and Certifications**

Michigan licensure as a land surveyor.

**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**

LANSURMGR

### **Job Code Description**

LAND SURVEYOR MANAGER

### **Position Title**

Land Surveyor Manager-2

Land Surveyor Manager-3

Land Surveyor Manager-4

### **Position Code**

LANSMGR2

LANSMGR3

LANSMGR4

### **Pay Schedule**

NERE-103

NERE-104

NERE-105

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09/09/2018