

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: District Survey Manager Position Number: 92508, 90408, 91898, 91208, 90008

Location: Statewide

Department: Transportation Division and Bureau: District Preconstruction

Section and Unit: District Survey Unit

Job Overview: The District Survey Manager is a senior professional land surveyor (PLS) for the MDT. This position serves as the District's technical authority responsible for directing and overseeing District land survey operations and activities. The position plans and manages District land survey projects; implements survey procedures and technology at the District level; directs and monitors survey projects; oversees District survey program operations (e.g. supplies, contracts, etc.); and provides technical expertise and consultation. The position reports to the District Preconstruction Engineer (DPE) and is under the technical oversight of the Helena Photogrammetry & Survey Section. This position provides in-line supervision to District Survey Unit staff; provides management and oversight of consultant term contract District survey work; and provides technical oversight to other District survey crews. The District Survey Manager is in responsible charge of all district survey work being performed under their PLS license.

Essential Functions (Major Duties or Responsibilities):

Project Management 30%

- Directs and coordinates land surveys to establish lost or obliterated property and property controlling corners.
- Directs and oversees the investigation and recovery of field evidence to establish reference points and determine boundary and/or monument locations.

- Plans and conducts surveys involving technically complex, contentious, and/or legally sensitive issues to ensure the highest standards of quality and efficiency are applied to critical projects.
- Directs the preparation of reports, maps, certificates of surveys, corner recordations etc. in accordance with statutory requirements to document decisions and findings related to land surveys.
- Directs and coordinates the operation and maintenance of survey equipment within the Unit, including vehicles, electronic total stations, theodolites, engineering levels, digital levels, data collectors, CADD workstations, automated systems, GPS survey equipment, and other tools and technologies to ensure effective operations.
- As a PLS, provides expertise and consultation with the ability to review and modify legal documents, exhibits, property descriptions, ROW plans, etc to ensure the accuracy and compliance of all documentation.
- Directs and oversees the research of public and private records to recover title, monument, and/or other survey histories pertinent to the survey being conducted. Evaluates recovered records and determines how the information is to be utilized.
- As a PLS, provides direct supervision of preliminary and final right-of-way staking operations for the District.
- In coordination with the Land Survey Manager, plans, performs and reviews professional survey work to ensure accuracy, compliance with procedures and standards, and to determine ownership, set boundary monuments and related professional land surveyor tasks, and work on special statewide survey project.

District Survey Operations - 20%

- Monitors compliance with established operational policies and procedures and achievement of goals through consultation with subordinate staff (e.g., weekly meetings, status reports, etc.), personal review of survey work and associated documentation, and through discussions with other MDT staff and management. Monitors compliance with established policies in various survey projects and reviews and approves atypical procedures at the district level.
- Plans and monitors all district projects with survey involvement to ensure they remain on schedule and that all required activities are completed in the proper sequence.
- Develops recommendations for staffing, material, and equipment needs based upon current and projected survey activities. Coordinates with DPE/DCE, Photogrammetry/Survey staff, local/regional government agencies, and other interests (e.g., landowners, designers, etc.) to optimize project resource allocations, schedules, and procedures.
- Provides information to the DPE/DCE for the preparation of biennial budgets by developing recommendations for allocations for annual fiscal operational plans and recommending spending priorities by reviewing past funding practices, anticipated projects and

expenditures, program goals and objectives, and related personnel and other administrative expenses.

- Determines the need for and coordinates the development, negotiation, and monitoring of project specific survey contracts utilizing the existing District land surveyor term contracts. This involves monitoring workforce needs, determining when to assign surveys to consultants (if necessary to deliver projects on time), determining the proper consultant to assign the contract to, and ensuring projects stay on schedule.

Consultant Management - 20%

- Scope, execute, and perform all duties required to successfully manage term contracts and consultants hired to perform cadastral and pre-engineering survey work for the MDT.

District Survey Program Development and Administration - 10%

- Participate, initiate, and implement initiatives and changes to help in continuous improvement of MDT survey policies, procedures, and specifications in coordination with other MDT resources in both the district and state.
- Evaluates ongoing District land survey functions and operations to implement new systems, processes, and standards that promote consistency, and efficiency. Coordinates with District and Helena staff to promote consistent operations, evaluate and resolve common problems, and ensure the effective integration of inter-District needs and objectives.
- Manages ongoing survey activities and workflow processes to ensure efficiency, cost-effectiveness, and consistency with construction and preliminary project timelines Approves workflow plans and priorities of surveyors and develops ad hoc plans and procedures to accommodate project impediments, seasonal workflow demands, technical and legal requirements, and other issues that continually affect the progress of survey, review, and approval. Provides the direct supervision of all property description preparation in accordance with MCA 37-67-101(7)(g).

Staff Management - 20%

- Manages staff of the District Survey Program by reviewing and revising overall program work plans, priorities, and procedures, and monitoring productivity. Ensures that Survey staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements.

Supervision

If this incumbent supervises others, please list each employee supervised and the position number:

The number of employees supervised is: Varies statewide

Revision Date: 09/2019

The position number for each supervised employee is: Varies by district

Physical and Environmental Demands:

- Extensive District and occasional Statewide travel (travel is estimated to range from 25% to 75% of the time)
- Lifting objects in excess of 30 lbs.
- Ability to walk over uneven terrain or in water
- Operating a personal computer
- Communicating verbally and in writing
- Continual walking or standing
- Exposure to extreme weather conditions and high-speed traffic
- Operation of motor vehicles
- Operation of survey and related equipment
- Dealing with the public on a regular basis

Knowledge, Skills and Abilities (Behaviors):

- A thorough professional knowledge of the concepts, principles, and developmental applications of land surveying and related mathematics (e.g., geometry, trigonometry, statistics, etc.).
- A thorough knowledge of survey systems, survey system development and the integration of different types of survey systems.
- Advanced knowledge in legal principles, guidelines, and precedents related to surveying (e.g., Montana Subdivision and Platting Act, Sanitation in Subdivisions Act, Uniform Standards for Monumentation, etc.); case law related to property boundaries; survey computation and data analysis; State and federal survey policy and procedures; and specialized applications of various instrumentation.
- Knowledge and experience with design, construction and survey software such as MicroStation, GeoPak, Open Roads, TDS Survey Pro, Microsoft Office, Trimble Business Center, Trimble Access, etc.
- A working knowledge of civil engineering principles, MDT engineering standards and specifications, project development, highway construction related to survey, training techniques and methodologies, computers, computer programming, MDT survey system interrelationships with other MDT systems.
- An ability to creatively develop solutions to complex and unique problems in an independent and a team environment and flexibility and adaptability to handle changing priorities and conditions.

- Skill in directing, organizing, and coordinating multiple staff and complex projects; examining, interpreting, and translating technical information to broad audiences; and use of standard office software applications (e.g., word processing, database, etc.).
- Skill in the use of specialized surveying equipment such as electronic total stations, digital levels, data collectors, CADD workstations, automated systems, GPS survey equipment, and misc. other tools and technologies.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to an Associate’s Degree in land surveying, geomatics or related field.

This position requires a minimum of 4 years of experience, two of which must be progressively responsible professional land survey experience including experience with full project oversight. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: Registration as a Professional Land Surveyor is required.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Survey Supervisor Job Code Number: D1201M

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input checked="" type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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