

Missouri Department of Transportation

Code: R02016

Title: District Land Survey Manager

Exemption Status: Exempt

Grade: 17

Job Description

Effective Date 09-01-2015

**Replaces
(Effective Date)** 01-01-2014

General Summary The district land survey manager is responsible for planning, coordinating, managing and representing the district on all surveying issues, including right of way acquisition and disposition and the marking of department boundaries to ensure compliance with federal and state regulations. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET
Licensure as a Professional Land Surveyor in the State of Missouri
Four years of experience as a Professional Land Surveyor
Successful completion of a range of motion examination and a medical-physical examination.

**Supervisory
Responsibilities** Full Supervision

Location District Offices - Design

Special Working Job requires occasional, statewide, overnight travel.

Conditions/Job Job requires moderate physical activity.

Characteristics Job requires exposure to moderately adverse and undesirable environmental conditions.

Examples of Work

- (1) Manages all land survey operations within a district, including the review and approval of deeds, survey plans, project survey control, and survey monumentation for compliance with department policies, procedures and guidance, federal and state laws and regulations, and management directives; signs and seals location survey plans as necessary.
- (2) Supervises multiple survey crews in the preparation of surveys for department projects; evaluates project needs, resources, and assigns work to project personnel accordingly; coordinates survey efforts with department personnel.
- (3) Oversees and ensures successful utilization of the performance management process; assigns employees to the role of coach and/or partner; ensures appropriate training is provided to all district survey employees.
- (4) Provides expertise/knowledge of survey methods for design and construction survey methods, including

participation on design core teams and in field checks related to land acquisition or disposition.

- (5) Checks and reviews survey plans from consultants for compliance with department standards and any laws and regulations.
- (6) Serves on the district Realty Services Committee.
- (7) Oversees or maintains survey project files; assists in the preparation of agreements or consultant contracts.
- (8) Serves as expert witness on survey matters for the district.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.