

The Maryland-National Capital Park and Planning Commission

TITLE: Land Survey Supervisor GRADE: 24 DATE: 1/12/2017
SERIES: Design & Construction CODE: 3112 EEO: Professionals FLSA: Exempt (E)

Class Definition:

Under direction, manages a County-wide land survey unit and its staff. Provides technical oversight and on-site support of field and topographical surveys, construction layouts, encroachments and utility surveys of Commission property. As needed, leads land survey crew in the field and operates survey equipment. Performs a full range of supervisory functions. The work results in provision of important final land survey work products that affect Commission operations and programs. Applies knowledge of land surveying and knowledge of line management to ensure unit work products and services are effective. Performs various types of data, operational and supervisory analyses to ensure adequacy, accuracy and effectiveness in assigned functions. Interacts with people inside and outside the organization to exchange information, coordinate, obtain agreement or compliance or achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Assignments are made in terms of functional responsibilities. The incumbent independently plans the work of the unit and ensures it is carried out in conformance with established policies and procedures and accepted land survey methods or practices; resolves problems or deviations referred by subordinates or management by selecting and applying the appropriate guideline(s); keeps the supervisor informed; and brings challenging problems to the supervisor for guidance or resolution. Work is expected to be effective – the incumbent is held responsible for results, and is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties (Estimated Percentages):

1. Unit/Staff Supervision (±50-70%)

- Manages the assigned work program and unit. Keeps unit staff informed of Commission policies and procedures; establishes work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the unit; provides input for, recommends and administers approved unit budgets (controls expenditures); manages unit staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory human resource (HR) management functions, unit-wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.

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- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software to communicate (email), word process (light word processing only), manipulate data, prepare land survey products, prepare presentations, conduct research (Internet), budget, requisition, plan, schedule, report, and perform other functions.

Important Worker Characteristics:

- A. (1) Knowledge of, and skill in using, the principles, practices and equipment of land survey operations including, but not limited to, electronic total station, automatic level, utility location instruments, GPS equipment, metal detector, electronic data collector or microcomputer, calculator, theodolite, transit, compass, radios, and utility location instruments.
(2) Knowledge of, and skill in using, CADD hardware and software.
(3) Knowledge of, and skill in using, algebra, trigonometry and geometry in land survey problems.
(4) Knowledge of, and skill in using, field safety procedures.
(5) Knowledge of Commission organization, policies, and procedures*
- *Typically acquired or fully developed primarily after employment in this job class.*
- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge and skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making balanced recommendations and decisions. Examples include developing and implementing short-term work objectives and goals for the unit, solving unit operational and personnel problems, applying a variety of mathematical formulae to the full range of land survey problems, and operating a variety of field and office technical equipment.
- D. Skill in communication to understand verbal and written information (including facts, assertions and arguments) draw inferences, form hypotheses, develop logical arguments and to express such information so that others will understand and, in some situations, agree or comply. This includes skills in actively listening to ascertain key information, including concerns, wants and needs of others, and in communicating effectively to obtain desired actions, including agreement or compliance.
- E. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.

