



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 2017

SURVEY MANAGER

GRADE N

SCOPE OF WORK:

Work involves planning, organizing, scheduling, monitoring, and evaluating the ND Department of Transportation's Project Development Preliminary Surveys Program. This includes field surveys and photogrammetric functions of the Design Division in accordance with established land surveying and engineering standards and state and federal policy.

DUTIES PERFORMED:

- Manage and provide leadership to the Field Surveys and Photogrammetry sections.
- Establish and maintain land surveying and photogrammetric standards through the development, implementation, and maintenance of manuals, guidelines, and procedures.
- Determine and coordinate preliminary surveys that need to be performed for design projects.
- Provide guidance and direction to staff on resolution of complex problems; serve as technical advisor on survey problems.
- Prepare and evaluate technical documents related to surveying and photogrammetry.
- Participate in the evaluation and selection of consultant services for preliminary survey projects; manage consultant agreements for services; evaluate consultants; approve/disapprove payments for completed contract work.
- Certify Public Land Survey Corners and boundary surveys as required by state law and department policy; maintain knowledge of related federal requirements; ensure public records are properly recorded.
- Develop and monitor statewide preliminary survey schedule; ensure preliminary survey project deadlines are met.
- Ensure quality and efficiency of surveying and photogrammetric services.
- Research, study, prepare specifications, and report on developments, methods, and equipment for surveying and photogrammetry.
- Evaluate new developments in technology for surveying and photogrammetry.
- Delegate, monitor, and evaluate work activities of assigned staff; participate in the selection and recruitment process; train employees in the operation and maintenance of surveying and photogrammetric processes and equipment.
- Serve on professional committees and represent the Department on various work-related projects, groups and organizations.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires certification as a Professional Land Surveyor (PLS) in the state of ND pursuant with NDCC and eight years surveying work experience that included two years of supervisory experience.

CLASS EVALUATION:

Eff. Date: 8/00

Delete: 3/11 – Classification was deleted per agency request.

Rev: 02/17 – Reinstate classification per agency request; revised title, scope of work, duties performed and minimum qualifications.