

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

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| Position Code 1. LANSLICAA21R |
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POSITION DESCRIPTION

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| This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position. | |
| 2. Employee's Name (Last, First, M.I.) | 8. Department/Agency TRANSPORTATION CENTRAL OFFICE |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) Highways |
| 4. Civil Service Position Code Description LAND SURVEYOR LICENSED-A | 10. Division North Region |
| 5. Working Title (What the agency calls the position) Land Surveyor Licensed A - 12 | 11. Section Development |
| 6. Name and Position Code Description of Direct Supervisor RATERINK, CALEB; LAND SURVEYOR MANAGER-2 | 12. Unit North Region Surveys |
| 7. Name and Position Code Description of Second Level Supervisor MCCAW, DAVID W; ENGINEER MANAGER LICENSED-4 | 13. Work Location (City and Address)/Hours of Work TBD - North Region (Alpena, Gaylord, or Traverse City) / 7:30 a.m. to 4:30 p.m., Mon - Fri (Hours may vary) |
| 14. General Summary of Function/Purpose of Position | |
| <p>This position serves as a Recognized Resource in the North Region for coordinating and leading activities in the survey area to complete design surveys. This Land Surveyor position performs complex technical and professional assignments, and may, by law, regulation, policy or common practice, require licensure to be a Professional Surveyor in the State of Michigan. This position requires a licensed professional surveyor to prepare and review land surveys including legal descriptions of real property and make decisions in the determination of boundary locations. This position has the responsibility of coordinating, training, and mentoring survey tasks for employees while performing field surveys and processing survey data to complete design surveys. This position includes support duties associated with the administration of consultant contracts, and may include writing scopes of service, estimating, and reviewing survey work for compliance with Michigan Department of Transportation (MDOT) specifications, evaluations and other duties associated with consultant services. This position will coordinate and support GIS data collection, management and applications.</p> <p>Operate a motor vehicle or vehicle/trailer combination with a Gross Weight Rating (GVWR) of between 10,001 and 26,000 pounds when performing field work.</p> | |

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 40**

Recognized resource in North Region for coordinating and leading activities in the survey area to complete design surveys.

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of between 10,001 and 26,000 pounds.

Individual tasks related to the duty:

- Develop and implement work plans to effectively complete design surveys.
- Estimate time and equipment needed to complete design surveys.
- Report progress of design surveys to supervisor, project managers, Transportation Service Center (TSC) staff, and Region leadership.
- Make decisions in the field to complete design surveys on schedule and cost effectively.
- Complete field observations using survey equipment.
- Process survey data using Open Roads Designer (ORD) and other survey/design software.
- Prepare survey files and data per standard MDOT specifications for submission and use by design staff.
- Determine legal, as-constructed alignments, and right-of-way.
- Assure MDOT personnel working on design surveys are properly equipped and conform to all safety policies and guidelines.

Duty 2

General Summary: **Percentage: 20**

Prepare legal descriptions and Certificates of Survey for the division and purchase of real property.

This duty requires operating a vehicle or vehicle/trailer combination with a GVWR of between 10,001 and 26,000 pounds.

Individual tasks related to the duty:

- Perform survey field measurements necessary to complete property surveys.
- Review and analyze survey data determining property boundary locations.
- Draft certificates of survey using ORD.
- Write legal descriptions to be used by real estate personnel for purchase of property.

Duty 3

General Summary: **Percentage: 10**

Perform support duties associated with the administration of survey contracts for MDOT design projects completed by consultant firms.

Individual tasks related to the duty:

- Prepare survey scope of work.
- Prepare survey hour and cost estimates.
- Review survey consultant work for completeness and compliance with MDOT specifications.
- Prepare survey consultant evaluations.

Duty 4

General Summary: **Percentage: 15**

Prepare and compile monument preservation packets for construction projects.

Individual tasks related to the duty:

- Research MDOT and county records for existing monumentation.
- Perform field review of projects for existing monumentation.
- Prepare reports recommending appropriate monument preservation for preparation of construction plans and documents.
- Assist construction personnel in completing monument preservation.

Duty 5

General Summary:

Percentage: 5

Assist the North Region as needed with training and mentoring employees, completing Geographic Information System (GIS) data collection and the use of common GIS platforms. Responsible for GIS data collection and utilizing GIS hardware and software.

Individual tasks related to the duty:

- Assist in GIS field data collection and utilize GIS hardware and software for data collection.
- Utilizes GIS desktop and web-based platforms to generate data sets
- Assist, train, and mentor North Region staff on GIS data collection for assets that will need GIS data updates or collection of new assets.

Duty 6

General Summary:

Percentage: 10

Perform other tasks as assigned.

Individual tasks related to the duty:

- Maintain, test, and adjust survey equipment
- Research records for MDOT personnel and other surveyor requests.
- Assist with survey training of other MDOT personnel.
- Perform other tasks as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Accepting or rejecting survey data based on knowledge of MDOT standards, state law and special conditions present during survey. Making the wrong decisions could delay project or put the department at legal risk.

Estimating the time frame and cost to complete the required survey. This has serious effects on the scheduling and budget of other projects as part of the Region program.

17. Describe the types of decisions that require the supervisor's review.

Unanticipated issues causing a change in budget or additional time to complete the project. Matters involving high perceived risk of litigation. To clarify instructions, or when issues arise, or regarding department policy.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical effort to traverse various terrain, reaching for plans, transporting heavy or bulky loads up to 50 pounds, and remaining in a stationary position for long periods of time using a computer or traveling in a vehicle may be required. Position performs frequent field reviews of proposed or active road/bridge survey projects requiring traversing irregular terrain. Environmental conditions include exposure to dirt, fumes, heavy and high-speed traffic or adverse weather conditions. This position is required to operate a motor vehicle or a vehicle/trailer combination with a GVWR of between 10,001 and 26,000 pounds. Be available outside normal working hours for maintenance operations, in all weather conditions.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.

Assign work.

N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Approve work.
N Review work.
N Provide guidance on work methods.
N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position serves as a Recognized Resource in the North Region. This Land Surveyor position will be performing complex technical and professional assignments. Assignments may, by law, regulation, policy or common practice, require licensure to be a Professional Surveyor in the State of Michigan. This position requires a licensed professional surveyor to prepare and review land surveys including legal descriptions of real property and make decisions in the determination of boundary locations. This position has the responsibility of coordinating, training, and mentoring survey tasks for employees while performing field surveys and processing survey data to complete design surveys. This position includes support duties associated with the administration of consultant contracts. The administration of consultant contracts may include writing scopes of service, estimating, reviewing survey work for compliance with MDOT specifications, evaluations and other duties associated with consultant services. This position will coordinate and support GIS data collection, management and applications.

Possess a valid driver's license and operate a Motor Vehicle or vehicle/trailer combination with a Gross Weight Rating (GVWR) of between 10,001 and 26,000 pounds when performing his duties as a Land Surveyor using the vehicles assigned to the survey area.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Requesting to update PD to the following:

- Revised Open Road Designer to Open Roads Designer (ORD) throughout PD
- Added driver's license requirement throughout PD
- Adjusted inclusive language and minor grammatical changes.

25. What is the function of the work area and how does this position fit into that function?

This position performs and coordinates all duties to deliver design surveys necessary for Region projects and activities. This position must ensure communication and coordination with project managers, design engineers, Region and statewide survey crews, TSC survey crews, and consultant surveyors and engineers. This position also provides office support duties and review of consultant survey contracts.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

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

EXPERIENCE:

Land Surveyor-Licensed 12

Three years of professional experience conducting land surveys equivalent to a Land Surveyor, including one year equivalent to a Land Surveyor P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- basic math and computations
- use/care of surveying instruments/equipment

- survey computer programs
- applicable state laws

Ability to:

- plan, coordinate and expedite work projects
- interpret complex rules and regulations
- communicate effectively
- train/mentor other employees
- organize/coordinate personnel and resources for multiple projects
- promote and maintain favorable public relations
- meet and work effectively with others
- organize priorities and assign work
- collect and analyze data
- maintain records
- interpret plans
- prepare reports

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a professional surveyor's license as required by the State of Michigan and must be maintained throughout employment in the position.
- This position is a Test-Designated Position. The employee is subject to random drug and alcohol testing while employed in this position.
- Possession of a valid driver's license is required and must be maintained throughout employment in the position.
- Subclass Code Requirement: CMVOSSP – A safety-sensitive position in which the employee is required to operate a commercial vehicle. Requires a valid Medical Examiners Certificate for Commercial Driver Medical Certification and must maintain throughout employment in the position.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date

