

POSITION DESCRIPTION

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) Bureau of Development
4. Civil Service Position Code Description LAND SURVEYOR MANAGER-4	10. Division Design Division
5. Working Title (What the agency calls the position) Supervising Land Surveyor	11. Section Survey Support Section
6. Name and Position Code Description of Direct Supervisor SCHUSTER, KRISTIN A; STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor PARKER, DEMETRIUS; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F, 7:30am-4:30pm (hours may vary)
14. General Summary of Function/Purpose of Position	
<p>This position functions as a second-line professional manager of professional positions in a complex work area and serves as the Supervising Land Surveyor responsible for administering operations of the Survey Support Section to accomplish strategic objectives; managing the development of methods and technology to automate survey processes and asset collection for increased efficiencies, effectiveness, and safety; incorporating the latest surveying technologies into Michigan Department of Transportation (MDOT) construction activities; providing Department-wide training to staff in the use of surveying software and hardware; and performing pilot projects and researching using new technology and the use of existing technology for new purposes. The position has final authority on all legal matters relating to land surveying involving MDOT.</p> <p>This position requires possession of a valid driver's license to perform quality assurance activities to ensure survey deliverables meet standards, to assist with support of equipment/software and asset management activities, perform statewide training and research and pilot projects to test new technologies and software.</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

Manage and direct the planning of the Survey Support Section.

Individual tasks related to the duty:

- Assist the section supervisors in allocating staff resources, identifying operational program needs, developing funding strategies based on program/project priorities, and authorizing funding levels when needed.
- Develop section production goals and objectives.
- Conduct staff and team meetings.
- Oversee the development of annual work plans and section schedules.
- Identify training needs for section staff and monitor progress to ensure that staff is fully trained and encourage cross-training opportunities within the workplace. Implement a formal, annual performance evaluation process of staff.
- Provide direction and oversight of staff activities and practices, determine best practices and ensure sharing of these best practices across the state.
- Delegate work assignments and coordinate the workload of subordinates.
- Hold team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Review union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contact the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approve timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensure timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- Handle employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensure compliance with equal employment opportunities (EEO).
- Mentor staff and facilitate knowledge management. Proactively work with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Review and ensure staff compliance with certifications/licenses of subordinate positions.

Duty 2

General Summary:

Percentage: 25

Administer operations of the Survey Support Section to accomplish strategic objectives. Manage the development of methods and technology to automate survey processes and asset collection for increased efficiency, effectiveness, and safety. Partner with internal and external resources to accomplish strategic objectives.

This duty requires possession of a valid driver's license to perform quality assurance activities to ensure survey deliverables meet standards and to assist with support of equipment/software and asset management activities.

Individual tasks related to the duty:

- Oversee survey project management activities to ensure consultant survey contracts are administered according to department policies, completed under budget, meet schedules, and provide quality deliverables.
- Identify technologies to research and implement at MDOT that will increase efficiency, effectiveness, and safety.
- Collaborate with other bureau's, divisions, consultants, and contractors gaining consensus to ensure electronic data flows between business processes to efficiently design, build, and operate transportation systems.
- Develop standards and specifications for MDOT, consultant, and contractor use of survey technology and software.
- Perform quality assurance activities to ensure survey deliverables meet standards.
- Work with survey vendors to improve software/hardware to better accommodate MDOT's business needs.
- Market accepted technologies throughout MDOT and to business partners.
- Provide support for MDOT's survey software packages (e.g., Open Roads Designer (ORD), Leica Captivate, etc.)
- Continue height modernization efforts to increase the accuracy of Global Positioning System (GPS) elevation measurements.
- Work closely with Engineering Support Services Unit to develop deliverables required for design activities.
- Maintain and upgrade the Continuously Operated Reference Station (CORS) network as required. Maintain and perform bridge monitoring during construction.
- Assist with Asset Management and Geographic Information System (GIS) activities.

Duty 3

General Summary:

Percentage: 15

Incorporate latest surveying technologies into MDOT construction activities.

Individual tasks related to the duty:

- Assist construction with use of survey technology for stake out and inspection activities.
- Assist MDOT construction staff with acquiring survey equipment and software.
- Perform quality assurance activities on 3D models created for automated machine guidance.
- Work with construction staff to develop staffing, methods, standards, and specifications for survey technology with respect to automated machine guidance and automated inspection activities.
- Assist and market the use of the CORS network in construction activities.
- Provide and install bridge monitoring equipment when required during construction to ensure the safety of the public.
- Participate in committees and groups providing leadership to meet the department's strategic objectives.
- Author and assist in writing/review of survey related special provisions for construction contracts.

Duty 4

General Summary:

Percentage: 10

Provide department-wide training to staff in the use of surveying software and hardware.

This duty requires possession of a valid driver's license to perform statewide training.

Individual tasks related to the duty:

- Responsible for statewide training of surveying software/hardware including MDOT Design and Construction staff. Training consists of classroom, onsite, and one-on-one training.
- Provide documentation and configuration files to consultants and contractors for use on MDOT projects.
- Obtain feedback from customers to improve processes, standards, and specifications.
- Develop strong partnerships with the surveying and construction community.
- Provide help desk and onsite support/training for surveying software/hardware.

Duty 5

General Summary:

Percentage: 5

Perform pilot projects and research using new technology and the use of existing technology for new purposes.

This duty requires possession of a valid driver's license to perform research and pilot projects to test new technologies and software.

Individual tasks related to the duty:

- Perform research and pilot projects to test and perfect new technologies and software. Select actual projects so personnel retain a core competency in surveying activities so that they are better able to support production staff.
- Work with software/hardware vendors during pilot projects encouraging them to make changes so that MDOT's business needs are met.
- Seek alternative funding sources to support asset management and Civil Integrated Management (CIM) activities.
- Use technology to solve business needs that have traditionally been accomplished by less efficient methods.
- Assist MDOT and our partners with research projects.
- Constantly looks for opportunities to apply survey technology in department activities.
- Research and stay current with cutting edge survey technologies that are being developed for transportation use.

Duty 6

General Summary:

Percentage: 5

Serve as the final authority on all legal matters relating to land surveying involving MDOT. Perform other duties as assigned.

Individual tasks related to the duty:

- Act as final surveying authority on surveying procedures to meet all statutory requirements of the Department in litigation actions as needed. Review proposed legislation and prepare department's position on matters related to land surveying.
- Serve as the final authority for decisions regarding survey and photogrammetric procedures and technology to be used to satisfy the engineering requirements of a project.
- Consult with and advise other licensed transportation engineers and licensed land surveyors and non-licensed personnel in the use of surveying and photogrammetry to maintain compliance with federal/state standards and statutes.
- Other duties as assigned.

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

Decisions involving the department's obligations and actions relative statutes regarding land surveying and public monuments. Personnel matters. Equipment purchases.

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

Questions involving manpower needs, large budgetary expenditures, and departmental policy. New guidelines, standards, or policy that affect external stakeholders (e.g., Michigan Infrastructure & Transportation Association (MITA), American Council of Engineering Companies (ACEC), utility companies, etc.).

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.

Work involves extensive use of a computer and remaining in a stationary position for extended periods of time. Occasional field work involves traversing irregular terrain, working in heavy/high-speed traffic in all weather conditions. Work involves considerable travel and possible overnight stays. Position requires possession of a valid driver's license. Position may require availability outside normal working hours based on operational needs.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
JUOPPERI, MICHAEL J	CIVIL TECHNICIAN SUPERVISOR-1 12	MARTIN, LISA N	LAND SURVEYOR MANAGER-3 14
VACANT	LAND SURVEYOR-A	VACANT	LAND SURVEYOR-E
MILANOWSKI, ANTHONY A	LAND SURVEYOR LCNSD SPL-2 13	ROY, SHAWN E	LAND SURVEYOR LCNSD SPL-2 13
LACROSS, DAVID J	LAND SURVEYOR LCNSD SPL-2 13	HARRIS, RONALD R	LAND SURVEYOR LCNSD SPL-2 13
BOWERMAN, DAVID A	LAND SURVEYOR LCNSD SPL-2 13	BOWERMAN, GLENDA M	LAND SURVEYOR LCNSD SPL-2 13

Additional Subordinates

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> 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 functions as a second-line professional manager of professional positions in a complex work area and serves as the Supervising Land Surveyor responsible for administering operations of the Survey Support Section to accomplish strategic objectives; managing the development of methods and technology to automate survey processes and asset collection for increased efficiencies, effectiveness, and safety; incorporating the latest surveying technologies into MDOT construction activities; providing Department-wide training to staff in the use of surveying software and hardware; and performing pilot projects and researching using new technology and the use of existing technology for new purposes. The position has final authority on all legal matters relating to land surveying involving MDOT.

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

25. What is the function of the work area and how does this position fit into that function?
To advance the use of survey technology to meet MDOT business needs, increase effectiveness, improve safety, and increase efficiency. To provide survey technology support, implementation, and training for MDOT. Provide quality assurance of survey deliverables. Provide legal support for the department right-of-way and litigation matters.

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 Manager 15
Six years of professional experience conducting land surveys equivalent to a Land Surveyor, including three years equivalent to a Land Surveyor-Licensed 12, two years equivalent to a Land Surveyor Manager 13 or Land Surveyor Licensed Specialist 13, or one year equivalent to a Land Surveyor Manager 14 or Land Surveyor Licensed Specialist 14.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- State and federal survey law.
- GPS and coordinate systems.
- CIM and Asset Management.
- Surveying standards and practices used at MDOT.

Ability to:

- Communicate effectively and speak in front of large audiences.
- Market technologies and partner with others.
- Read plans, maps and drawings.
- Safely perform field duties.
- Use verbal radio communication during GPS field operations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a professional surveyor's license as required by the State of Michigan and must maintain throughout employment in the position.
- Possession of a valid driver's license is required 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.

None

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

ASHLEY PARSONS

2/18/2026

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