

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

Position Code

1. LANSRVYAA07R

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-A	10. Division Design Division
5. Working Title (What the agency calls the position) Land Surveyor – Recognized Resource for Survey Grade Equipment Training	11. Section Survey Support Section
6. Name and Position Code Description of Direct Supervisor FISH, BRIAN D; LAND SURVEYOR MANAGER-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor SCHUSTER, KRISTIN A; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / M-F 7:30 a.m. - 4:30 p.m. (hours may vary)

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource surveyor for training construction staff to perform tasks using survey grade equipment. This includes developing and maintaining training material, reserving training facilities, scheduling training times and locations that are advertised through The Learning Center, coordinating with available Michigan Department of Transportation (MDOT) staff to assist with training and communicating with construction staff regarding required equipment needed for training. This position also inputs historic project data into the statewide Alignment and Right-of-Way (ROW) Geographic Information Systems (GIS) database. Performs survey functions, from design to construction, when needed.

This position requires possession of a valid driver's license to provide survey training statewide and perform surveys.

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: 50

Serve as the recognized resource professional surveyor responsible for providing training and support to MDOT Construction staff for the use of modern survey technology to perform survey construction and inspection tasks.

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

Individual tasks related to the duty:

- Provide technical support through phone, computers (e.g., Teams, Outlook, etc.) and field-to-region survey and construction personnel involved in pre-design data collection and post-design project implementation. This support covers technical issues with equipment and software as well as proper workflows.
- Serve as a resource regarding modern construction survey technology utilized in the regions by researching and ensuring the most effective use of all equipment and training others in the proper and efficient use of the technology.
- Develop and maintain training materials on the use of modern survey technology to perform survey construction and inspection tasks. This includes the use of automated machine guidance (AMG) and automated machine control (AMC).
- Develop training material to utilize Computer-Aided Design (CAD) and field software for construction inspection use. This includes handouts, workflows, and creating scenarios to test construction staff knowledge.
- Organize and facilitate the training of statewide MDOT construction staff.
- Ensure trainings schedules are listed in The Learning Center.
- Organize the location of the training facilities and times including facilities located within the different regions of MDOT.

Duty 2

General Summary:

Percentage: 20

Maintain historic project data for the Statewide Alignment and ROW GIS database.

Individual tasks related to the duty:

- Populate the attribution fields associated with the alignment feature class.
- Ensure survey documents required for linking are present and meet current requirements. Documents that don't meet requirements may require coordination with region surveyors, Lansing survey project managers, or MDOT survey consultants to bring the documents into compliance.
- Append the Statewide Alignment and ROW GIS database map with linework from final alignment and ROW CAD deliverables for both in-house and consultant delivered projects when asked to assist the survey project managers.
- Review past statewide projects to evaluate alignment and ROW survey data to add to the Alignment and ROW GIS database if appropriate.

Duty 3

General Summary:

Percentage: 15

Conduct land surveys, engineering surveys, control surveys, and construction layout to MDOT Standards.

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

Individual tasks related to the duty:

- Utilize modern survey tools (e.g., Global Positioning Systems (GPS), Laser Scanners, Total Stations) to determine spatial relationships needed in highway design work.
- Record field notes, prepare field sketches, use electronic data collectors, and collect field survey data.
- Interpret plans and specifications for purposes of understanding route layout and design implementation.
- Utilize a computer to input and/or generate CAD drawings of the surveying information.
- Utilize MDOT survey deliverable submission procedures and standards and specifications to complete projects.
- Review projects submitted by MDOT and Consultant survey crews for form, content, and compliance with specifications.

Duty 4

General Summary:

Percentage: 15

Perform survey support activities as needed.

Individual tasks related to the duty:

- Construction staking.
- Utilize survey equipment to collect field data necessary for all types of surveys.

- Place safety signs.
- Run levels.
- Test survey equipment for accuracy and importing/exporting model data.
- 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.

Make independent decisions based on understanding of supervisor's instructions relative to the job. Accepting or rejecting survey data based on knowledge of MDOT standards. Making the wrong decisions could delay project or put the department at legal risk. Identify, recommend, and implement improvements in work methods and procedures.

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

To clarify instructions, or when problems arise, or regarding department policy.

Matters involving high perceived risk of litigation.

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.

Ability to traverse irregular terrain during field work. Field work may also involve working in heavy and high-speed traffic in all weather conditions. Ability to transport up to 90 pounds. Work involves occasional overtime, remaining in a stationary position for extended periods of time, using a computer, heavy workloads, and specific deadlines. 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.

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 the recognized resource surveyor for training construction staff to perform tasks using survey grade equipment. This includes developing and maintaining training material, reserving training facilities, scheduling training times and locations that are advertised through The Learning Center, coordinating with available MDOT staff to assist with training and communicating with construction staff regarding required equipment needed for training. This position also inputs historic project data into the statewide Alignment and ROW GIS database. Performs survey functions, from design to construction, when needed.

This position requires possession of a valid driver's license to provide survey training statewide and perform surveys.

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?

The function of the section is to support the creation of property surveys, control surveys, engineering design surveys for the purpose of gathering data required for road and bridge design, and to provide resource data to the department and other public and private agencies. The section also supports construction surveying activities and is involved in automated support for surveying functions. Additionally, the section maintains oversight of survey data submitted by consultant survey firms. This position provides support for the section's functionality through resource development, deliverable review, maintaining competency with hands on application of current technology, technology testing, providing training assistance and providing other support related duties.

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 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:

Ability to:

- Apply knowledge of land surveying to land surveying activities and techniques.
- Plan, coordinate, and expedite work projects.
- Interpret complex rules and regulations.

- Communicate effectively.
- Lead/train other employees.
- Organize/coordinate personnel and resources for multiple projects.
- Promote and maintain favorable public relations.
- Meet and deal effectively with others.
- Organize priorities and assign work.
- Collect and analyze data.
- Maintain records.
- Prepare reports.
- Read and use plans, maps and drawings.
- Safely perform field duties.

Knowledge of:

- Math, math tables, and computations.
- Use/care of mechanical drawing and surveying instruments/equipment.
- Survey computer programs, survey instruments, and equipment as well as their use and care.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required.

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

1/16/2026

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