

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) Highways
4. Civil Service Position Code Description LAND SURVEYOR-E	10. Division Superior Region
5. Working Title (What the agency calls the position) Region Surveyor	11. Section Development
6. Name and Position Code Description of Direct Supervisor TAAVOLA, LEE M; LAND SURVEYOR MANAGER-3	12. Unit Survey
7. Name and Position Code Description of Second Level Supervisor MALONEY, MARK D; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work Region M&T Lab or Ishpeming TSC or Crystal Falls TSC or Newberry TSC as apprvd by supervisor / M-F 7:30 to 4:30 pm (hours and days may vary)
14. General Summary of Function/Purpose of Position	
<p>This Land Surveyor position is responsible for performing a variety of survey support assignments applying education and experience while acquiring the knowledge of the methods and procedures applicable to perform and review surveys under supervision as a member of the Region Survey staff. This position has the responsibility of coordinating, training, and mentoring survey tasks for Superior Region employees while performing field surveys and processing survey data to complete design surveys. This position compiles and prepares Survey Information Sheets and Monument Preservation Packages for construction projects and assist the unit with Geographic Information System (GIS) data collection and performs support duties associated with the administration of consultant contracts.</p> <p>This position requires possession of a valid driver's license to perform surveying assignments.</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

Perform field operations in the execution of land surveys, right of way surveys, alignment surveys, control surveys, topographic mapping surveys, hydraulic surveys, engineering surveys, and construction layout surveys.

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

Individual tasks related to the duty:

- Plan and establish an approach to accomplish the completion of a project from beginning to end, with Region Surveyor guidance.
- Estimate the time and equipment needed to accomplish project tasks with the given resources.
- Report progress of project activities to supervisor, project manager, or transportation service center staff.
- Make decisions in the field needed to accomplish the tasks and keep the project moving forward toward a timely completion.
- Ensure safe working practices are employed in field operations following federal, state, and department policies and report any unsafe practices to the region survey manager.
- Operation and diagnostics of surveying equipment and associated peripherals and software such as Total Stations, Global Positioning Systems, Digital Levels, Static Laser scanner, and Data Collectors.
- Conduct survey assignments in the field while maintaining favorable public relations.

Duty 2

General Summary:

Percentage: 20

Perform office duties including processing field data and drafting and preparing projects for final deliverables.

Individual tasks related to the duty:

- Perform analysis and adjustment of survey measurements with region surveyor guidance.
- Reduce, review, and check field data for accuracy. This includes determining if data is within Department and State standards.
- Accept or reject data based on Michigan Department of Transportation (MDOT) standards and special conditions of present survey.
- Process field data on computers using the appropriate software programs available.
- Assist in drafting/reviewing PA 132 surveys.
- Assist in writing up Land Corner Recordation Certificates.
- Assist in writing/reviewing legal descriptions.
- Utilize survey software used by MDOT.

Duty 3

General Summary:

Percentage: 20

Prepare and compile Survey Information Sheets and Monument Preservation packages for construction projects.

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

Individual tasks related to the duty:

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

Duty 4

General Summary:

Percentage: 5

Assist unit with GIS data collection, preparation of maps, and management of GIS data.

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

Individual tasks related to the duty:

- Collect GIS field data in the field with attributes for various assets (e.g., signs, guardrail, catch basins, culverts, mowable acres, signs, etc.) as instructed following MDOT safety standards.
- Utilize, maintain, and update survey equipment as necessary.
- Work with Central office staff to create ARC GIS online maps for data collection for region staff.
- Assist in the management of GIS field data collection completed by region staff.

Duty 5

General Summary:

Percentage: 5

Mentor employees and Transportation Service Center (TSC's) in proper use of surveying equipment and computer programs.

Individual tasks related to the duty:

- Research applicable equipment and software and provide training in the proper and efficient use.
- Research and stay current in processes, equipment, and software of the surveying profession.
- Identify, recommend, and implement improvements in work methods and procedures.

Duty 6

General Summary:

Percentage: 5

Perform support duties associated with the administration of survey contracts for MDOT design project performed by private sector consultant firms.

Individual tasks related to the duty:

- Help develop survey scope of services.
- Prepare hours estimate from scope of service to compare to consultant hours estimate.
- Complete forms associated with the administration of survey consultant contracts.
- Review surveys submitted by survey consultant forms.
- Review survey consultant operations for compliances with safety regulations and report to the region survey manager when operations are not in compliance.

Duty 7

General Summary:

Percentage: 5

Perform other tasks as assigned.

Individual tasks related to the duty:

- Test and adjust survey equipment.
- Assist in research of survey records for MDOT personnel and private surveyor requests.
- Assist with survey training of other region personnel.
- Attend training deemed helpful for advancement.
- 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.

Typical decisions made independently would include the type of survey equipment to use and methods of collecting survey data. Decisions made would affect survey crew completion schedule of assigned work and type of survey information provided to designers.

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.

Unanticipated problems causing additional expense or additional time to projects.

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.

Frequent field reviews of proposed or active road/bridge survey projects require climbing, bending, stooping, traversing over irregular terrain, exposure to dirt, fumes, and heavy/high-speed traffic in all weather conditions. Requires extensive use of a computer and remaining in a stationary position for extended periods of time, heavy workloads and working with specific deadlines. Ability to transport heavy or bulky loads. 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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input 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 Land Surveyor position is responsible for performing a variety of survey support assignments applying education and experience while acquiring the knowledge of the methods and procedures applicable to perform and review surveys under supervision as a member of the Region Survey staff. This position has the responsibility of coordinating, training, and mentoring survey tasks for Superior Region employees while performing field surveys and processing survey data to complete design surveys. This position compiles and prepares Survey Information Sheets and Monument Preservation Packages for construction projects and assist the unit with GIS data collection and performs support duties associated with the administration of consultant contracts.

This position requires possession of a valid driver's license to perform surveying assignments.

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 Superior Region Survey unit is to manage the region's property and perform engineering design surveys for the purpose of gathering data for road and bridge design. This position assists the region surveyor and staff on the field crew reducing survey notes and assisting in administration of consultant survey contracts for compliance with MDOT standards. Additionally, the unit provides legal support for the departments of real estate, 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 9

No specific type or amount is required.

Land Surveyor 10

One year of professional experience conducting land surveys equivalent to a Land Surveyor 9.

Land Surveyor P11

Two years of professional experience conducting land surveys equivalent to a Land Surveyor, including one year equivalent to a Land Surveyor 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- apply knowledge of land surveying to land surveying activities and techniques.
- communicate effectively with others.
- maintain records and prepare reports and correspondence related to the work.
- read plans, maps and drawings.
- safely perform field related duties.

Knowledge of:

- the principles and practices of land surveying.
- surveying instruments and equipment and their use and care.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

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

3/16/2026

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