

CLASS TITLE: MANAGER OF SURVEY OPERATIONS (DOT)

Class Code: 02963200

Pay Grade: 35A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, coordinating, directing and monitoring all survey section operations including, but not limited to: assignment of personnel, the coordination of field operations, managing of support systems, administering consultant contracts, managing priorities and providing technical guidance; to serve as agency liaison for all Global Positioning Systems (GPS), Geographic Information Systems (GIS), and federal, state and local land mapping projects; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief Engineer/Operations with considerable latitude for the exercise of initiative and independent judgement; work is subject to review through conferences and written reports for proficiency and conformance to departmental policies and procedures, goals, and objectives, and rules and regulations.

SUPERVISION EXERCISED: Plans, supervises and monitors the work of a professional, technical and clerical staff; provides direction and consultative assistance to staff as needed.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, coordinating, directing and monitoring all survey section operations, including but not limited to: assignment of personnel, the coordination of field operations, managing of support systems, administering consultant contracts, managing priorities and providing technical guidance.

To serve as agency liaison for all Global Positioning Systems (GPS), Geographic Information Systems (GIS), and federal, state and local land mapping projects.

To be responsible for assigning staff to survey, mapping and search units and to review work in progress and upon completion.

To be responsible for overseeing subordinate staff, including rotating assignments to assure staff are trained in all program activities.

To advise and assist staff about technical and procedural issues, and resolve personnel problems.

To advise and assist staff regarding matters relating to surveying including:

Determining survey needs for proposed projects:

Providing advice and technical assistance in determining existing highway rights-of-way and problems and rights-of-way acquisition; coordinating rights-of-way mapping and surveying activities for programs, including scheduling, costs, access rights, property owner rights reserved, and degree of title acquisition required; assisting in preparing scope of service for consultant mapping contracts, monitoring surveying and mapping contracts, evaluating quality of contract work, and recommending acceptance of completed work; determining legislative authority for acquisition and related work.

To manage and direct all land survey and mapping programs and projects from inception to completion including:

Preparing estimates and reports for projects; directing the searching of local and state records for property and road descriptions, survey maps, easement rights, ownership, boundaries, titles and history; assigning and supervising crews on property surveys, mapping, and other right-of-way work; supervising and directing the determination of existing highway boundaries and property lines; supervising mapping and boundary stakeouts for property acquisition or sale of state properties; supervising and directing the preparation of rights-of-way plans; directing the preparation and certifying the accuracy of state acquisition maps, county quitclaim maps, deed maps, transfer of jurisdiction maps, concurrent use maps, etc.; preparing highway discontinuance maps and official orders.

To assist other state agencies, including the State Police and Office of Attorney General by:
Supervising property line surveys for claims by or against the state; preparing surveys involving highway boundaries and land appropriation; assisting in case preparation related to surveying and mapping; testifying about surveys and maps as an expert witness in court.

To direct support activities for the program including:

Supervising the repair and maintenance of surveying equipment; supervising the inventory and distribution of surveying and mapping data, equipment and supplies; supervising the maintenance and updating of computerized survey data and map files; maintaining files and maps of all state properties; preparing reports and correspondence about project and program activities; providing information, assistance and advice about the program, surveying and mapping to public officials, civic organizations, and individuals.

To administer, implement policies, manage priorities and provide technical guidance for the survey staff; sets goals and develops strategic plans for departmental survey operations; ensures all survey documents have been prepared in accordance with State Statute law; manages, assigns and coordinates survey project priorities with respect to all preliminary engineering and pre-construction federal obligation phases of projects; reviews legal documents and inquires with respect to issues pertaining to land title/right of way conflicts on behalf of the department which may be subject to litigation and acts as expert witness as required; acts as liaison for the department in the implementation of federal, state and local government land surveying and mapping policies and procedures; negotiates consultant contracts, assists on consultant selection panels and provides dispute resolution coordination and assistance; prepares recommended project memorandums for state survey and mapping projects; and as needed, administers and oversees State Line Perambulation surveys and interstate relations.

To confer with other division heads in the coordination of survey activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of, and the ability to apply, the basic principles and practices of land surveying; a thorough knowledge of the technology and the ability to apply, the basic principles of the system of measurements and management information systems; a thorough knowledge of the equipment, instruments, techniques and procedures applicable; the ability to read and interpret technical specifications and civil engineering plans, maps and drawings; the ability to prepare clear, accurate and informative reports; the ability to plan, organize, supervise and review the work of engineering technicians and other personnel engaged in land surveying; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing supplemented with related technical courses; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative capacity in a public agency involving land surveying for the highway and bridge construction or similar experience in private industry.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment and continually thereafter, must possess a Professional Land Surveyor certificate issued by the Rhode Island Board of Registration for Professional Engineers and Land Surveyors. Must maintain such certification as a condition of employment.

Class Created: December 19, 1999

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