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| CS-214  Rev 11/2013 |  | Position Code   1. LANSRVYEA03R |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| This position description serves as the official classification document of record for this position. Please complete this form 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 |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  | Highway Operations |
| 4.Civil Service Position Code Description | 10. Division |
| Land Surveyor-E | University Region |
| 5.Working Title (What the agency calls the position) | 11. Section |
| Land Surveyor-E | Design |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| KAMINSKI, JOHN A; LAND SURVEYOR MANAGER-2 | University Region Design Surveys |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| CHELOTTI, ERIN M; STATE ADMINISTRATIVE MANAGER-1 | 800 Chanter Rd., Jackson, MI 49201 / 6:30 a.m. – 5:00 p.m., M-TH |
| 14. General Summary of Function/Purpose of Position | |
| This position performs a variety of survey assignments using all survey equipment, computers and relative computer software.  This position will also supervise technicians and or seasonal workers by assigning duties and reviewing their work. | |
| 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 of Duty 1 % of Time 50**  Under the guidance of the Supervisor, coordinate the activities of the survey crew for completion of surveys for design and real estate. Making rapid response decisions for the course of action required to accomplish the given tasks. | |
| **Individual tasks related to the duty.**   1. Plan and establish an approach to accomplish the completion of a project from beginning to end, with supervisor guidance. 2. Estimate the time and equipment needed to accomplish project tasks with the given resources. 3. Report progress of project activities to supervisor, project manager or transportation service center staff. 4. Make decisions in the field needed to accomplish the tasks and keep the project moving forward toward a timely completion. 5. Ensure safe working practices are employed in field operations following federal, state and department policies. 6. Assume duties of Survey Chief when supervisor is absent. | |
| Duty 2 **General Summary of Duty 2 % of Time 45**  Perform office duties including processing field data, writing reports, drafting and preparing projects for final deliverables. | |
| **Individual tasks related to the duty.**   1. Perform analysis and adjustment of survey measurements with supervisor guidance. 2. Reducing, reviewing and checking field data for accuracy. This includes determining if data is within Department and State standards. 3. Accept or reject data on knowledge of MDOT Standards and special conditions of present survey. 4. Process field data on computers using the appropriate software programs available. 5. Answer phone calls from public and government agencies in a professional manner with clear communication. 6. Assist in drafting PA 132 surveys. 7. Assist in writing up Land Corner Recordation Certificates. | |

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| Duty 3 **General Summary of Duty 3 % of Time 5**  Other duties as assigned. |
| **Individual tasks related to the duty.**   1. Conduct research for Horizontal/Vertical Control, Government Corners, utilities, property ownership or any additional information necessary for projects which may be located in MDOT records, local governments agencies, court houses and cooperative private companies. 2. Actively learning and possibly attending training deemed helpful for advancement toward being a licensed Professional Surveyor. 3. Assist supervisor reviewing consultant contracts. |
| Duty 4 **General Summary of Duty 4 % of Time** |
| **Individual tasks related to the duty.** |

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| Duty 5 **General Summary of Duty 5 % of Time** |
| **Individual tasks related to the duty.** |
| Duty 6 **General Summary of Duty 6 % of Time** |
| **Individual tasks related to the duty.** |

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| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.      Make decisions based on understanding of supervisor's instructions relative to the job. | | | |
| 17. Describe the types of decisions that require the supervisor’s review.  To clarify instructions or when problems arise. | | | |
| 18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.  Must be able to communicate both orally and in writing.  Work involves beyond normal physical effort to sit, walk, or stand at will.  Occasional lifting up to 90 pounds required.  Must be able to traverse irregular terrain during field work.  Must have vision, corrected if necessary, adequate to use plans, maps, drawings, and to safely perform field duties.  Work involves occasional overtime, sitting for long periods of time using a computer, heavy workloads, and specific deadlines.  Work involves considerable travel and possible overnight stays.  Work involves driving.  A valid driver's license required.  Work occasionally involves working in heavy and high-speed traffic and adverse weather | | | |
| 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. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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| 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.**  **Provide formal written counseling. Approve work.**  **Approve leave requests. Review work.**  **Approve time and attendance. Provide guidance on work methods.**  **Orally reprimand. Train employees in the work.** | | | |

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| 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 is an entry/intermediate/journey level Land Surveyor position performing a variety of professional surveying assignments while acquiring the knowledge of the methods and procedures of the Survey Support Area. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  N/A |
| 25. What is the function of the work area and how does this position fit into that function?  The function of the unit 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.  Additionally the unit provides legal support for the departments of real estate, right-of-way and litigation matters.  Occasionally the unit maintains oversight of survey data submitted by Consultant survey firms. |
| 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:  9 level:  No specific type or amount is required.  10 level:  One year of professional experience conducting land surveys equivalent to a Land Surveyor 9.  P11 level:  Two years of professional experience conducting land surveys equivalent to a Land Surveyor, include 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.  Ability to communicate effectively with others.  Knowledge of the principles and practices of land surveying.  Ability to maintain records, and prepare reports and correspondence related to the work.  Knowledge of surveying instruments and equipment and their use and care |
| CERTIFICATES, LICENSES, REGISTRATIONS:  Valid driver's license. |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| Indicate any exceptions or additions to statements of the employee(s) or supervisors. |
| *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
| *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’s Signature Date** |

**NOTE: Make a copy of this form for your records.**