

# Missouri Department of Transportation Job Description

**Job Title:** District Land Survey Manager

**Title Code:** R02016

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** District Offices - Design

**Effective Date:** 07-01-2022

**Replaces (Effective Date):** 09-01-2015

## **General Summary**

The district land survey manager is responsible for planning, coordinating, managing and representing the district on all surveying issues, including right of way acquisition and disposition and the marking of department boundaries to ensure compliance with federal and state regulations. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- High School Diploma or GED/HiSET.
- Licensure as a Professional Land Surveyor in the State of Missouri.
- Four years of experience as a Professional Land Surveyor.
- Successful completion of a range of motion examination and a medical-physical examination.

## **Special Working Conditions/Job Characteristics**

- Job requires occasional, statewide, overnight travel.
- Job requires moderate physical activity.
- Job requires exposure to moderately adverse and undesirable environmental conditions.

## **Examples of Work**

1. Manages all land survey operations within a district, including the review and approval of deeds, survey plans, project survey control, and survey monumentation for compliance with department policies, procedures and guidance, federal and state laws and regulations, and management directives; signs and seals location survey plans as necessary.
2. Supervises multiple survey crews in the preparation of surveys for department projects; evaluates project needs, resources, and assigns work to project personnel; accordingly, coordinates survey efforts with department personnel.
3. Oversees and ensures successful utilization of the performance management process; assigns employees to the role of coach and/or partner; ensures appropriate training is provided to all district survey employees.
4. Provides expertise/knowledge of survey methods for design and construction survey methods, including participation on design core teams and in field checks related to land acquisition or disposition.
5. Checks and reviews survey plans from consultants for compliance with department standards and any laws and regulations.
6. Serves on the district Realty Services Committee.
7. Oversees or maintains survey project files; assists in the preparation of agreements or consultant contracts.
8. Serves as expert witness on survey matters for the district.
9. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
10. Performs other responsibilities as required or assigned.