

Missouri Department of Transportation Job Description

Job Title: Land Survey Supervisor

Title Code: R02582

Salary Grade: 9

Exemption Status: Non-Exempt

Supervisory Responsibilities: Full Supervision

District/Division: District Offices – Design

Effective Date: 09-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The land survey supervisor oversees a field survey party engaged in establishing highway control points, securing information for the design of highway projects, and determining the locations of right of way and easements. 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.
- Two 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 moderate physical activity.
- Job requires exposure to moderately adverse and undesirable environmental conditions.
- Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

1. Supervises the gathering and analysis of data necessary to conduct engineering and boundary surveys.

2. Supervises deed, title, and map research, monument investigation and control establishment.
3. Downloads, processes, and analyzes field work and collected records; prepares reports and archives data files and project field books.
4. Supervises and performs mathematical computations and adjustments to set right-of-way and refine control for data collection.
5. Confers with supervisor or design personnel to gather data for preliminary and final plans, digital map models, computer data or other information prior to conducting field work.
6. Confers with right of way personnel on legal descriptions relating to the acquisition or disposition of right of way to ensure compliance with statute requirements.
7. Supervises the production of and signs and seals location survey plats.
8. Contacts property owners for permission to enter property; contacts local governments and utility companies to secure information on property plats and section corners.
9. Performs supervisory responsibilities.
10. Performs other responsibilities as required or assigned.