

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 004059  
Grade 24**

**LAND SURVEY SUPERVISOR**

**DEFINITION OF CLASS:**

This is supervisory work directing field survey parties, ensuring the integrity of all land surveying requirements, evaluating and advising on survey data and computing mathematical and geometric information necessary prior to assignment of work to field parties. Contacts are with subordinates, other Department personnel and personnel of other agencies for the purpose of exchanging information, providing technical advice or testimony, or resolving problems with survey information or data. An incumbent in this class offers limited service or assistance directly to the public.

An incumbent in this class is responsible for directing the work of field survey parties; evaluating and certifying survey work for right-of-way design and construction performed by consultants or by County staff; interpreting and explaining survey data to project managers, engineers, etc.; and researching County land records. The incumbent works independently and is technically responsible for the survey work and the data obtained. Guidelines are available in the form of State survey laws and Department policies and procedures; however, the incumbent may modify, adapt or deviate from some procedures in unusual situations. The complexity of the work is characterized by the analysis of field survey data, deeds and plats where information is frequently incomplete, inaccurate or contradictory. The incumbent must make decisions concerning the adequacy and accuracy of this information in order to validate the results. The work of an incumbent affects the accuracy of survey work and, consequently, the accuracy of plats, deeds, and baselines and right-of-way lines for construction projects. This accuracy is necessary to avoid excess expenditures for the County by eliminating purchase of unnecessary land for right-of-way construction. An incumbent of this class is required to occasionally respond to the field to assist the County survey crew, to observe field conditions or to verify data and information obtained by the County survey crew or by consultants. Field work may involve exposure to a variety of conditions (i.e., bad weather, traffic, dust, noise, etc.); the use of safety equipment such as safety shoes and reflective vests; and occasional periods of standing, walking over rough terrain, bending, stooping, etc.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Researches land records and reviews deeds and recorded plats for construction stake-out; performs calculations to prepare for field survey; assigns work to survey crew.
- Reviews survey data collected by County survey crew and by consultants for accuracy; verifies data and assigns work that needs to be redone; prepares metes and bounds, legal descriptions and plats for right-of-way acquisitions.
- Contacts other agencies for information, such as horizontal and vertical controls; confers with interested parties concerning survey data.
- Assists project managers and engineers in right-of-way project design by interpreting and explaining survey data.
- Provides technical guidance and assistance to subordinate personnel; prepares performance evaluations and recommends disciplinary action to higher supervisory levels.

- Prepares reports, records of unit activities, and correspondence for signature of senior personnel regarding survey work and data.
- Reviews and recommends field equipment and computer equipment and software.
- Reviews procedures and recommends new ways to perform actions to improve accuracy and efficiency.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of methods, equipment and techniques of land surveying.
- Extensive knowledge of State and local laws, codes and regulations concerning surveying.
- Extensive knowledge of mathematics such as algebra, geometry and trigonometry necessary to perform calculations to prepare for and to analyze data from survey work.
- Skill in the precise calibration and operation of survey instruments such as transit, level, theodolites and electronic distance measuring devices.
- Ability to read and interpret deeds, plats, and engineering plans and specifications and to convey their meaning to others.
- Ability to use a personal computer to solve survey problems and perform and verify calculations.
- Ability to interpret survey data and perform accurate calculations concerning this data.
- Ability to prepare technical reports or correspondence.
- Ability to plan, organize, assign, and evaluate the work of paraprofessional and sub-professional engineering personnel.
- Ability to communicate with and work with co-workers, other County employees, contractors and engineers to obtain, clarify or provide information or to provide advice or guidance.
- Ability to keep abreast of new technologies and information systems such as the Geographic Positioning System.
- Ability to occasionally and independently perform field investigations and inspections in environments that present moderate discomforts and risks.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Extensive (seven (7) years) experience in the procedures, practices, use of equipment, review of data collected, review of plans, and the conduct of construction survey work.

**Education:** Completion of high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education and experience may be substituted. No equivalency for the special requirement below.

**Special Requirement:** Possession of certification as a Professional Land Surveyor or Property Line Surveyor by the State of Maryland.

**Note:** There will be no substitutions for this section.

#### **LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

#### **PROBATIONARY PERIOD:**

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam.

**Class Created:** August 1992

**Revised:** April 2007

August, 2008

April, 2010

August, 2013

Property Line Surveyor Requirement added (8/08)