

SNOHOMISH COUNTY JOB DESCRIPTION

SURVEY MANAGER

Spec No. 1175

BASIC FUNCTION

To plan, organize and manage the activities of the Public Works department land survey work section, including right-of-way plans, property boundaries, public works projects, and developer work within public right-of-way.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes and manages all Public Works land survey needs in a variety of areas such as right of way boundary determination, preparation of right of way plans, design and construction survey, survey consultant management, Geographic Information System (GIS) inventory, survey records management and developer plan reviews.
2. Assures that Public Works projects have survey control that complies with state regulations and Public Works project demands.
3. Manages the land survey program for Public Works projects including coordination with design, right of way, construction, and geotechnical services as well as all Public Works divisions. May also work with departments outside of Public Works, such as Parks, the Airport, and Planning and Development Services.
4. Directs the preparation of plans, reports, and studies required for the planning and development of Public Works projects.
5. Performs complex technical land surveying work as staff specialist engaged in the evaluation and application of land surveying principals to difficult projects of major scope, subject to several independent standards for development and/or operations.
6. Manages and evaluates the work of subordinate supervisors and staff. Reviews staff decisions in relation to laws, policies and objectives; mentors staff in both technical and personnel skills; selects, hires, terminates and disciplines subordinate employees as necessary.
7. Conducts short and long-range planning efforts to establish program goals and objectives, budgets, work programs and staffing, facilities and equipment needs.
8. Proposes develops and implements policies, procedures and budgets for work section; administers the approved budget including monitoring revenues and expenditures of assigned operations.
9. Oversees the selection, negotiation and monitoring of consultants employed by the county.
10. Represents the county at public hearings or meetings with public officials, agencies, special interest groups and citizens.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Acts a land survey expert witness in court cases relating to area of assignment.
12. Represents the assigned division Director or Director of Public Works, as directed.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Land Surveying or related field; AND five (5) years of professional land surveying experience including four (4) years of supervisory experience in the area of assignment; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Demonstrated expertise in the roles and responsibilities of a Licensed Land Surveyor and the ability to plan and manage both work and staff.

A Washington State Professional Land Surveyor license is required.

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- broad and comprehensive knowledge of land survey principles and practices related to the planning, design and construction of complex public works projects
- federal, state and local laws, rules and regulations related to land surveying
- the principles and procedures of personnel management
- the principles and practices of planning, organization, and administration
- comprehensive knowledge of public works project management
- the principles, practices, and procedures associated with budget preparation and administration
- the literature, trends, and developments in the area of surveying and GIS

Ability to:

- effectively manage the land survey needs for Public Works programs
- plan and manage the work of subordinate employees
- provide administrative direction and technical supervision to engineering, technical and clerical staff

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KNOWLEDGE AND ABILITIES (Continued)

- develop short and long-range goals, objectives, plans and budgets for complex public works programs
- analyze and develop department policies, procedures and plans
- make independent professional decisions
- provide technical assistance to county staff to resolve complex survey-related work
- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with the general public
- read, interpret and apply a variety of work related laws, rules, regulations, policies and procedures
- work under pressure and delegate responsibility effectively
- communicate effectively, both orally and in writing

SUPERVISION

The employee reports to the Division Director. Direction is exercised over a staff of survey and other professional, technical, and clerical personnel. The work is performed with a high degree of independent judgment. The employee is responsible for the development of budgets, work plans, work performance and product/service delivery of the work section. Performance is evaluated through conferences, periodic reports, and results obtained.

WORKING CONDITIONS

Work is primarily performed in an office environment, but driving is required to make site visits and attend meetings. Meetings or division requirements may involve working evenings, weekends or holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2017
EEO Category: 1 - Officials and Administrators
Pay Grade: 112 - Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous