

SENIOR SURVEY SUPERVISOR - 7288

Task List - 2026

1. Directs the work of a large survey unit through Survey Supervisors and Survey Party Chiefs.
2. Confers with the division head, department engineers, and representatives of the National Geodetic Survey, United States Geological Survey, the county Surveyor, and other public and private engineering and surveying organizations for the exchange of information and coordination of survey activities.
3. Examines proposed work projects to ensure that center lines in the area are existing and correct.
4. Prepares budgets and estimates costs in order to identify staffing requirements and equipment upgrades or maintenance.
6. Performs various field engineering assignments, including drainage studies, right-of-way locations and improvements, clearance problems, and land use studies.
7. Does responsible reconnaissance work in the determination of routes and locations of utility transmission lines and other facilities.
8. Evaluates and reports on data from subsidence and settlement checks.
9. Supervises a number of survey units in a wide variety of preliminary, property, construction, topographic, geodetic, and hydrographic surveys.
11. Oversees the work of Survey Supervisors in order to ensure that divisional needs are met.
12. Examines construction plans to determine procedures in surveying.
13. Confers with Survey Supervisors in the field and in the office and checks on the progress and adequacy of work performed.
14. Reviews field notes of completed surveys for general accuracy and adequacy.
15. Requests, controls and assigns instruments, materials, equipment and vehicles.
16. Checks time reports of subordinates to ensure accuracy and compliance.
17. Coordinates the activities of a survey unit with design, drafting, and construction divisions.
18. Reviews disputed property lines and section corners, and clarifies conflicting legal descriptions.
19. Reviews parcel and tract map checking procedures.
20. Scouts proposed locations and routes for utility lines, roads, and other improvements.
21. Makes studies and reports of costs, alternate routes, drainage, and location of relocation access roads, utility lines, and other facilities.
22. Reviews positions of GPS stations and precise elevation bench marks.

23. Prepares reports on the progress and status of work.
24. Maintains a cooperative and friendly relationship with the general public and with other survey agencies, both public and private.
26. May act for the Engineer of Surveys in the absence of the Engineer.
27. May search, analyze and compile data from surveys, and legal records in preparation for survey work.
28. Oversees the training of personnel sufficient to provide technical and professional advancement and safety training.
29. Stays current with new and emerging survey equipment and technologies.
30. Instructs and confers with subordinate supervisors concerning regulations, policies, personnel use, safety, assignments, methods, procedures, problems and special projects.