



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## FIELD SURVEY TEAM MANAGER

<b>Group-Section:</b> Engineering Services Group - Engineering Services Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 065 <b>Job #:</b> TM020
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### JOB SUMMARY

Managing a team that is responsible for: providing field survey support for capital and operation and maintenance projects; locating and marking facilities, property boundaries, and right-of-way; collecting, processing, and disseminating field survey data; reviewing plans and specifications for survey issues; and performing as-built surveys.

### OVERSIGHT

**Oversight Received:** Receives direction from the Unit Manager.

**Oversight Given:** Manages and supervises a staff of professionals, technicians, paraprofessionals, and administrative support.

### JOB DUTIES

#### Common job duties for team managers:

1. Supervises staff including selection, assignment, and monitoring of work, coaching, mentoring, counseling, and performance assessment; determines priorities and aligns work load; reviews work for thoroughness, adherence to applicable standards, constructability, and accuracy; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; and ensures staff compliance with applicable health and safety standards and requirements.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors the budget; evaluates resource needs and prepares staffing and consulting requests; provides input re: policy and procedures; and reviews and approves time, reimbursement requests, and purchases.
3. Leads staff in development of organizational vision, strategies, goals, and objectives for customer support and service; plans, develops, and approves schedules, priorities, and standards for achieving organizational goals; and reviews and reports on status of all organizational activities.
4. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
5. Performs other related duties as required.

**Duties specific to this position:**

1. Manages the land surveying field activities including data collection with satellite positioning systems, scanners, and robotic total stations; preparation of maps and plans for design, construction, and operation of facilities; production of three-dimensional digital computer models; locating of pipeline alignment routes; reviews technical documents regarding land boundary evidence and construction conditions; and ensures compliance with Subdivision Map Act, Professional Land Surveyor's Act, and other laws and regulations regarding land surveying.
2. Manages professional services and consultants; prepares scope of work in requests for proposal; evaluates and selects consultants for professional services; prepares and negotiates agreement with consultants; administers and tracks consultant performance; and audits work for compliance and approves contracted work.
3. Provides technical assistance to other business units; provides opinions and determinations on title and boundary issues and legal descriptions, facilitates communication, partnerships with other units and teams, and provides member agency support.
4. Oversees technical design, installation, and maintenance of automated monitoring systems; oversees the use, care, and operation of equipment including GPS receivers, 3D laser scanner, survey equipment, and vehicles.
5. Oversees the technical work of the team.
6. Ensures that the team provides high levels of customer service to both internal and external customers and works effectively with others to foster a positive work environment.
7. Performs other related duties as required.

**EMPLOYMENT STANDARDS**

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university with a major in an appropriate engineering or related field and progressively responsible engineering experience in managing large complex projects totaling ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory level; or a master's degree from an accredited college or university with a major in an appropriate engineering or related field and progressively responsible engineering experience in managing large complex projects totaling eight years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

**Required Knowledge of (common for team managers):** Management and supervisory methods and techniques; principles of organizational and strategic planning; team building; personnel and general disciplinary policies and practices; relevant federal, state, and local laws; principles of budgeting, cost monitoring, and accounting; project management including planning, scheduling, and costing; report writing; performance measurement tools and metrics; policies and procedures related to procurement, contract administration, and other business activities; Metropolitan organizations; and Metropolitan facilities and operations.

**Required Knowledge of (specific to this position):** Expert knowledge of land surveying methods and procedures, related laws, codes, guidelines, professional standards, and industry practices, including the Land Surveyors Act and the Subdivision Map Act; project management; and work site safety.

**Required Skills and Abilities to (common for team managers):** Lead a diverse work force; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop, and motivate staff; determine training needs of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business and project management applications and methodologies; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports and presentations for all levels of management; interpret and analyze results; interpret policies, rules, and regulations relative to the section and group; and represent Metropolitan on various business transactions as needed.

**Required Skills and Abilities to (specific to this position):** Demonstrated ability to provide high levels of customer service. Demonstrated ability to motivate and effectively manage staff to achieve successful project results. Demonstrated ability to develop options and alternatives to resolve critical issues and solve problems.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- License in good standing from the California Board of Professional Engineers and Land Surveyors
- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

None

Job Title: Field Survey Team Manager

Job Code: TM020

Adopted: 04/07/05

Revised: 02/14/17

Supersedes: 04/01/12

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**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements