CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 541.5

Job Title: **SURVEY SPECIALIST SUPERVISOR**

Pay Grade: 20

GENERAL SUMMARY:

Supervises administrative and technical support for complex surveying projects and performs specialized surveying activities under the supervision of a Registered Professional Land Surveyor.

RESPONSIBILITIES:

- Supervises, leads, and trains a team of survey specialists. Assigns and reviews work and conducts performance reviews.
- Trains and develops technical personnel on techniques, equipment use, and project specifications.
- Performs quality control checks on survey data. Provides technical guidance on surveying issues.
- Utilizes CAD and GIS software for mapping and data analysis. Collects, prepares, digitizes, and codes spatial data into GIS format for mapping and data analysis.
- Uses a variety of surveying software and related hardware to collect, process, and analyze survey data.
- Serves as the primary point of contact for public inquiries regarding survey projects; provides clear and accurate information.
- Reviews and assesses survey work completed by various sources to ensure accuracy and compliance with project specifications.
- Reviews and evaluates changes to improve work processes.
- Coordinates projects with various departments and agencies.
- Prepares and updates various reports, records, and files to ensure all project information is current and documented.
- Performs deed research to verify legal and historical information relevant to survey projects.
- Secures maps, plans and other information for survey projects.
- Reads and interprets survey maps, construction plans and other technical documents.
- May perform field checks to verify accuracy of survey data and ensure compliance with project specifications.

SPECIFICATIONS:

EDUCATION:
Requires High School diploma or GED.

EXPERIENCE:
Six years of related experience in surveying, drafting, mapping, geography, or GIS are required.

SPECIFICATIONS: (continued)

Substitution: An Associate degree in surveying, geomatics, engineering, GIS, or other closely related field may be substituted for two years of the experience requirement. A Bachelor's degree in surveying, geomatics, engineering, GIS, or other closely related field may be substituted for four years the experience requirement.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required, in following guidelines, policies, and precedents.

IMPACT OF ACTIONS:
Errors in work lead to moderate inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:
Level of external contact is primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:
Survey Specialist I
Survey Specialist II
Survey Specialist Supervisor
Chief Surveyor

Effective date: July 2025