NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Survey Operations Supervisor	CODE: 85565C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general direction from chief supervisory engineer, supervises all survey crews (i.e., surveyor & survey technicians) on district-wide basis;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	77-83	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., surveyors & survey technicians); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment & with district-wide responsibility (e.g., research, correlation & prosecution of boundary problems; maintenance of office records of all work performed by section, maintenance of files of all property held by department & accumulation of field data).	Knowledge of (1) supervision*, (2) employee training & development*, (3) surveying, (4) public relations; skill in (5) operation of survey equipment; ability to (6) use trigonometry & geometry, (7) define problems, collect data, establish facts & draw valid conclusions, (8) gather, collate & classify information about data, people or things, (9) maintain accurate records, (10) establish friendly atmosphere as supervisor.
2	17-23	Writes contracts & approves payment to consultant surveyors; prepares deed descriptions; certifies/signs centerline plots, right-of-way plans; answers correspondence; testifies in court.	Knowledge of 3, 4; skill in 5; ability to 7, 8, (11) prepare deeds &/or contracts.

(1247)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT
Works outside exposed to weather; requires travel	Must hold current certificate of registration as professional surveyor issued by State of Ohio & 6 mos. experience as licensed surveyor; or equivalent. Valid Driver's License.	