JOB DESCRIPTION

TITLE: Assistant Chief Surveyor
DEPARTMENT: Service
SECTION: Survey
SRN 35

REPORTING RELATIONSHIP:
REPORTS TO: Chief Surveyor

SUPERVISES THE FOLLOWING POSITIONS: Engineering Technician I, Engineering Technician II, Engineering Aide III, and Survey Party Chief

DEFINITION: Under the general direction of the Chief Surveyor: to coordinate, supervise and direct the work of the Survey Branch and its subordinate employees; to train subordinates in a variety of technical, office, Electronic Survey techniques and field application of survey works, and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Reviews job requests with customers and field staff; determines, coordinates and assembles job data needed.

2. Reviews, plans, coordinates and directs the schedules of works for survey staff to maintain work request deadlines for various surveys.

3. Compiles, translates electronic survey and manual field data; operates computer programs and coordinates all survey data with customers.

4. Provides assistance to office and field staff as required.

5. Provides for the training of Survey staff, evaluates performance, recommends promotions and disciplinary actions.

6. Reviews all data of survey activities for accuracy and completion.

7. Personally performs a variety of complex, technical surveying and drafting work, prepares reports and correspondence related to surveying.

8. Learns and follows District policies, procedures and departmental guidelines.

9. Follow and apply district safety procedures.

10. Work cooperatively with others.

11. Perform related work as required.
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MINIMAL QUALIFICATION:

LICENCE OR CERTIFICATIONS:
Possession of valid California Operators License issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment of classification.

Must have a California Land Surveyors license.

EXPERIENCE: Five years experience in land surveying as a Party Chief or equivalent position. Previous experience supervising personnel required.

Knowledge of:
- Principles and practices applied to manual and electronic surveying.
- Manual and electronic drafting.
- Public Land Survey System.
- Laws, rules, regulations applicable to surveying.
- Safe practices in working in traffic and construction sites.
- Principles of supervision and training.
- Design and construction staking surveys.

Abilities:
- Use algebra and trigonometry equations to solve problems.
- Write complete reports and other documentation.
- Communicate well with the public and other employees.
- Lead a crew of employees to complete assigned tasks.
- Keep supervisor informed as to the status of assigned tasks.
- Operate a computer workstation using Word, AutoCAD, Softdesk, and related programs.

EDUCATION:
High school diploma or equivalent. High school or college courses in algebra, trigonometry, and English. Must demonstrate verbal and written proficiency in the English language.

PHYSICAL REQUIREMENTS:

1. Moderate to heavy four-wheel drive operation in construction sites and uneven terrain.

2. Lift, push, and carry at least 25 lbs.

3. Carry and operate various survey equipment in rough terrain and extreme weather.

4. Stand for long periods of time.

See Human Resources for physical assessment form.
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I acknowledge that this job description is an accurate representation of this position as of this date.

Department Head Approval ___________________________ Date: ____________

General Manager approval ___________________________ Date: ____________