JOB DESCRIPTION

TITLE: Survey Party Chief

SECTION: Survey

DEPARTMENT: Engineering

SRN A33

REPORTING RELATIONSHIP:

REPORTS TO: Chief Surveyor

SUPERVISES THE FOLLOWING POSITIONS: Not applicable

DEFINITION: Under the general direction of the Chief Surveyor, acts as the lead member of a survey field crew, determines, coordinates, and assembles necessary job data. Coordinates and directs the work of subordinate employees and train subordinates in a variety of technical, office, survey techniques and field application of survey methods and procedures. Performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. As the lead member of a survey field crew, determines, coordinates, and assembles necessary job data.

2. Organizes and schedules the daily workload of field crew to meet project deadlines.

3. Provides assistance to internal and external customers as required.

4. Assists in the training of Survey staff and provides input to evaluate performance.

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

6. Performs a variety of complex, technical surveying and drafting tasks, prepares reports and correspondence related to surveying projects.

7. Adheres to District policies, safety procedures, and departmental guidelines.

8. Work cooperatively with others.

9. Perform related work as required.

10. May act in the capacity of the Chief Surveyor in his/her absence.
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MINIMUM QUALIFICATIONS:

License 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: Ten years experience in land surveying, at least five of which were as a Party Chief or equivalent position.

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.
- Common errors encountered in surveying and taking measurements.
- 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 office and surveying software such as Word, Civil3D, and other related programs.

EDUCATION: High school diploma or equivalent. Minimum of an Associate’s degree with courses related to math, science, and surveying, a Bachelor’s degree is preferred.

PHYSICAL REQUIREMENTS:

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

2. Lift, push, and carry up to 50 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.
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: ____________