JOB DESCRIPTION

TITLE: Assistant Chief Surveyor

SECTION: Survey

DEPARTMENT: Engineering

SRN S-19

REPORTING RELATIONSHIP:

REPORTS TO: Chief Surveyor


DEFINITION: Under the general direction of the Chief Surveyor: to coordinate, supervise and direct the work of the Survey Division and its subordinate employees; to train subordinates in a variety of technical, office, survey techniques and field application of survey methods and procedures and perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Reviews job requests with clients and staff. Determines, coordinates, and assembles necessary job data.

2. Organizes and schedules the daily workload of survey staff to meet project deadlines.

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

4. Trains, evaluates, and recommends promotions and disciplinary actions for subordinate employees.

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. Works cooperatively with others.

9. Performs any related tasks and support as needed.

10. May act in the capacity of the Chief Surveyor in his/her absence.
JOB DESCRIPTION

Assistant Chief Surveyor – Page 2

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.


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, Civil 3D, and 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 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.
I acknowledge that this job description is an accurate representation of this position as of this date.

Department Head Approval ___________________________   Date: __________

Human Resources Director approval _______________________   Date: __________