

SURVEY PARTY CHIEF

DEFINITION

Supervises and participates in field surveying to obtain data relating to land, topographic, and construction surveys and related work.

TYPICAL DUTIES

Interprets and evaluates records, drawings, maps, and other data preliminary to field work.
Supervises the work of a field surveying party and performs instrument and other surveying work as necessary.
Reviews, approves, signs and seals surveys, records, descriptions and maps.
Records field observations and prepares field notes and sketches.
Determines and establishes grades in the field by calculating elevations and supervising the setting and alignment of grade stakes.
Makes field surveying calculations necessary for land, topographic, and construction surveys, such as the closure of traverses and simple and compound curves.
Advises and recommends solutions regarding land surveying issues for project managers, architects, engineers, and contractors on behalf of the District.
Requisitions supplies for field surveying as necessary.
Supervises the care and field adjustment of instruments and other equipment.
Visits sites and secures preliminary information on topographic land conditions.
Interfaces with other Architectural and Engineering Services staff for coordination of surveying activities with construction project management, and other units of the Facilities Services Division.
May research record information by reviewing maps, plans, deeds, petitions, vertical and horizontal control data and field books.
May assist in instructing surveying personnel in the performance of survey operations, and demonstrate proper use and maintenance of electronic survey equipment and surveying software used.
Makes minor studies and investigations, such as determining drainage patterns.
Makes special field checks with surveying instruments as directed, such as for cracking of structures, settling of foundations, and soil failures.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Survey Party Chief supervises and participates in the work of a field surveying party, usually composed of three or four persons.

A Supervising Civil Engineer supervises the personnel and activities of the civil engineering unit and confers with school personnel and commissioned architects and civil engineers on matters related to civil engineering design of District facilities.

An Associate Civil Engineer supervises civil engineering design and field work performed by District employees and reviews the work of commissioned civil engineers on assigned projects.

A Land Surveying Assistant performs skilled set-up and operation of levels, theodolites, electronic total station, and other field surveying instruments without detailed instructions.

SUPERVISION

General supervision is received from a Civil Engineer or an Associate Civil Engineer. General supervision is exercised over Land Surveying Assistants and immediate supervision is exercised over Land Surveying Aides. Technical direction is given to commissioned engineers and land surveyors.

CLASS QUALIFICATIONS

Knowledge of:

- Civil engineering principles, practices, and methods pertaining to the conduct of property, topographic, construction, and related surveying
- Survey requirements for design, drafting, construction and legal purposes
- Use, care, and adjustment of common surveying instruments, including electronic total stations
- Surveying nomenclature and conventional symbols
- Algebra, geometry, and trigonometry as applied to land surveying
- Principles of organization, management and supervision
- Basic construction safety practices
- AutoCAD or other recognized major CAD software systems

Ability to:

- Set up and operate surveying instruments with a high degree of accuracy
- Interpret civil engineering drawings
- Plan and supervise the work of a surveying party
- Record and report survey data accurately
- Work effectively with District personnel and contractors
- Make accurate mathematical calculations related to field surveying work
- Communicate technical survey concepts clearly and concisely to members of a survey party

Special Physical Requirements:

- Stamina to stand and walk for long periods of time
- Agility to climb ladders, walk on construction planks, and move safely in construction sites
- Strength to carry surveying equipment
- Visual acuity to see flags and markers

ENTRANCE QUALIFICATIONS

Graduation from high school or evidence of equivalent educational proficiency,

and

A valid Certificate of Registration as a Civil Engineer issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists, prior to 1982 and four years of technical field surveying work including duties such as interpreting construction documents, making survey calculations, and preparing field notes and sketches,

or

A valid Certificate of Registration as a Land Surveyor issued by the California State Board for Professional Engineers, Land Surveyors, and Geologists,

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

Exempt from FLSA.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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