

Survey Party Chief Job Responsibilities

Title Survey Party Chief
Department(s) Operations- Field
Reports to Manager of Field Services

Job Summary

A Survey Party Chief is required to demonstrate a thorough knowledge of survey computations, types of surveys and field operations. The individual in this position is well versed with field note reduction and in depth plan interpretation and preparation. The Party Chief possesses supervisory skills and a detailed working knowledge of standard field and office procedures. The Party Chief has knowledge of the principles of the profession and various technical standards. Work elements further describe the requirements related to this position.

The candidate must be able to work independently from tentative to final projects. A PLS is preferred / LSIT acceptable for right person. The candidate must know construction staking, boundary, topo, ALTA and GPS experience is required.

Summary of Essential Job Function

1) Types of Surveys

a) Know the principles and methods used in performing a variety of types of surveys such as: photo control surveys, state plane coordinate surveys, public land surveys, metes and bounds surveys, GPS surveys, construction surveys, and as-built surveys.

2) Field Equipment & Instruments

- a) Extensive knowledge of proper field procedures
- b) Knowledge of the care, cleaning, and use of a variety of surveying tools and equipment, including field radios.
- c) Know how to operate, check, and perform basic field adjustments on rods, compass, transits, levels, tribrachs, theodolites, total stations, robotic total stations, data collectors, tripods, and GPS equipment. Some historical knowledge is required.

3) Survey Computations

- a) Have extensive knowledge of trigonometry, geometry and algebra as related to traverse, inverse and intersection computations.
- b) Be capable of performing horizontal and vertical traverse adjustments, area and quantity computations, and horizontal and vertical curve computations.

4) Control Points: Horizontal & Vertical

a) Know when to use, how to obtain, and how to interpret control point records and data sheets, as well as locate points in the field.

5) Field Operations

a) Have knowledge of a wide variety of surveying field operation methods including but not limited to: traversing; triangulation; trilateration; repeating observations and precision measurements using steel tapes and theodolites; construction layout methods and procedures.

b) Know procedures for GPS surveys.

6) Field Notes

a) Know how to create, reduce, and check orderly field notes for standard surveying operations such as but not limited to: leveling, traversing, topographic mapping, construction layout, as-built surveys, boundary surveys, profile and cross section surveys.

7) Plan Reading & Preparation

a) Have knowledge and understanding of plan reading and preparation (i.e. site plans, boundary plans, highway plans, profiles and cross sections, horizontal and vertical curves, pipeline plans, foundation plans, and developing existing and finished contours).

8) First Aid & Safety

a) Basic knowledge of treatment practices for a variety of medical emergencies. Have a general knowledge of traffic control and safety procedures for surveying and construction operations including Occupational Safety and Health Administration (OSHA) standards.

9) Principles of the Profession

a) Have knowledge of ethics and the various technical standards of groups such as ALTA, NGS, NSPS, ACSM, BLM, and ASCE.

b) Show responsibility in the profession (i.e. attire, honesty, respect for personal property) and awareness of related professional associations.

10) Office Operations

a) Using hand calculations or micro-computer software, be able to enter field data and produce positional information (i.e. leveling, traversing, as-built surveys, topographic mapping).

b) Have a knowledge and familiarity with general applications of computer aided drafting (CAD). Have knowledge of microcomputer operating system, and hardware peripherals.

11) Supervisory Skills

a) Have a basic knowledge and familiarity with: client contacts, dealing with the public and governmental agencies, field crew management, scheduling, equipment and supplies management.

b) Have knowledge of general company policies as they relate to field and office operations, office work flow procedures, and field and office problem solving techniques.

c) Have knowledge of proper record keeping, time keeping, and job charges.

d) Be able to coordinate and supervise field work, staking and stake marking for a variety of standard types of surveys.

e) Have a general familiarity with local and state land use regulations as they relate to lot site development.