

Code: 2474

Title: SURVEY PARTY CHIEF

SUMMARY: This classification supervises a survey crew and participates in skilled technical survey engineering work. It is distinguished from the classification of Survey Instrumentation Technician, which performs technical survey engineering work as a member of a survey crew. It is distinguished from the classifications of Survey Coordinator and Survey Manager, which perform professional work requiring registration as a professional land surveyor, plus exercise of more complex administrative and supervisory duties.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes, assigns, reviews and participates in all phases of the work of an assigned survey crew;
Supervises various types of surveys, such as design, easement/property, land, construction, photogrammetry and as-built;
Researches and analyzes available information and data affecting proposed survey projects from a variety of sources, and then organizes required work to develop the required additional information;
Selects the most time-/cost-efficient methods to accomplish a survey project;
Trains survey crew in technical survey and safety methods, techniques and procedures;
Performs survey calculations, before and after survey projects;
Directs the implementation of needed work-site safety and traffic control procedures to assure safety of survey crews;
Assigns work to, and evaluates performance of, assigned staff;
Keeps accurate notes, records and sketches of work performed and data secured in manual logs, records and forms and in computer-based systems.

KNOWLEDGE & SKILLS:

Knowledge of:

- surveying principles, methods and techniques;
- surveying equipment, its uses, operations and maintenance;
- engineering construction methods, plans and specifications;
- survey calculation techniques;
- relevant job-site and traffic control safety rules and regulations;
- principles and techniques of employee supervision, training and evaluation;
- Pima County Merit System Rules and Personnel Policies/Procedures.

Skill in:

- operating and maintaining all types of mechanical, optical and electronic survey equipment;
- performing mathematical calculations requiring algebra, geometry and trigonometry.
- interpreting construction plans and specifications, maps, plats and legal descriptions;
- creating and maintaining precise and accurate field records, both manually and in computer-based systems;
- communicating effectively, both orally and in writing;
- creating and maintaining required activity logs and submitting routine, recurring and special reports to management;
- directing, supervising, training and evaluating performance of assigned staff.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Three years of surveying field experience and one year of experience in supervising and training staff (which may be concurrent with basic experience.)

[Satisfactory completion of a Construction Surveying or Elementary Surveying course from an accredited college, vocational/technical school or military training may be substituted for two years of the required surveying experience.]

OR:

(2) One year of experience with Pima County as a Survey Instrument Technician with Pima County and six months of experience in a lead/supervisory capacity (which may be concurrent with basic experience.).

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Class D Arizona Driver's License may be required at time of appointment or prior to completion of initial/promotional probation. .

Physical/Sensory Requirements: All positions require the ability to work outdoors in extremes of heat, cold and inclement weather, with exposure to dust, dirt, wind, construction activities and materials, and to traverse rough terrain on foot. All positions may encounter harmful/poisonous wildlife and plant materials.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.