

City of San José
CLASS SPECIFICATION

Title: Survey Party Chief (3782)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works	Varies	Non-exempt

CLASS SUMMARY

Under direction, supervises and coordinates staff in field surveying and/or survey office duties relating to sub-professional surveying work of moderate difficulty. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in a four-class surveying series. This class differs from the next higher class of Chief of Surveys in that incumbents of the latter class are responsible for supervising sub-professional and technical staff and for performing the more complex project related surveying duties. This class differs from the lower class of Instrument Person in that incumbents of the latter class perform a variety of sub-professional surveying work under supervision of a Survey Party Chief. The Survey Party Chief class has a working knowledge of all the phases of surveying and is responsible for the overall performance of the field/office crew.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Educational Development [GED] Test or California Proficiency Certificate) and five (5) years of increasingly responsible sub-professional engineering/surveying experience.

Acceptable Substitution

Successful completion of two (2) academic years, or sixty (60) semester units, of college level engineering technology, surveying, geography, mathematics courses or related field from an accredited college or university may be substituted for two (2) years of the required experience.

OR

Possession of a valid Land Surveyor-In-Training (LSIT) license issued by the California State Board of Registration for Professional Engineers and Surveyors may be substituted for two (2) years of the required experience.

There will be no substitute for the education requirement.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California driver's license.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

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- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Skills - Approaching a problem or situation by using a logical, systematic, sequential approach.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Supervises, directs, reviews, and coordinates the activities of subordinates in conducting preliminary, boundary, or construction surveys in the field and/or office.	Daily
2.	Reads and interprets maps, plans, and real property instruments.	Intermittent
3.	Responsible for conducting accurate and efficient land surveys in the field, including: Topographic surveys, property surveys, horizontal and vertical control surveys, and construction staking surveys utilizing traditional and contemporary survey instruments and equipment. Equipment includes: Electronic total stations with electronic data collectors utilizing point coding; Global Position system (GPS) receivers; Digital levels for control surveys and construction staking; and performs coordinate geometry calculations through various means (e.g., computers, calculators, etc.).	Daily
4.	Responsible for transferring electronic field data to a PC workstation and/or survey equipment, processing and interpreting the data, and checking for errors.	Daily

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
5.	Prepares land surveying work products in the office using computer hardware and software including: computers to reduce, analyze, and adjust field survey results; and computer aided design drafting (CADD) software to produce multi-colored plots depicting the results of the field surveys as detailed planimetric plots, contours, profiles and cross-sections. Computer files and hard-copy plots will be created for use by the design engineer. Other work products also include: Planimetric check plots, digital terrain models, contour maps, right-of-way maps, records of surveys and corner records.	Daily
6.	Troubleshoots and repairs various hardware and software problems (<i>e.g.</i> , connectivity issues with survey equipment and software).	As Required
7.	Lead, oversee, review, and participate in the daily activities of a survey staff; determine equipment, procedures, to perform assigned work; evaluate work performance and products; provide training to assigned staff in sound survey principles, methods, and techniques.	Daily
8.	Records legible field data, makes sketches, and prepares descriptions.	Daily
9.	Analyzes situations and takes effective courses of action using logical and sound decision-making.	Daily
10.	Researches and acquires needed data for survey work from reference field books, survey files, central files, and County/State files.	Daily
11.	Places boundary and street monuments in accordance with recognized industry standards.	Intermittent
12.	Meets with design engineers, construction inspectors, real estate staff, and property owners to resolve survey-related issues arising on projects.	Intermittent
13.	Devises traffic control plans using various traffic control devices (<i>e.g.</i> , cones, arrow-boards, signage, etc.) in order to maintain the safety of the crew and the general public while working in the public right-of-way.	Daily
14.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Maintain professional demeanor during interactions with staff, customers, and the public;
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Operate varied Survey instruments and equipment;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;

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- Be exposed to moderate noise levels and controlled temperature conditions;
- Work in and inspect changing site conditions and work in progress;
- Perform light to medium physical work, including climbing/descending ladders;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, inclement weather conditions, road hazards, vibration, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants;
- Lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment.

CLASSIFICATION HISTORY *Created 5/80, Rev. and Ret. 3/89 (Formerly Party Chief), Rev. 10/97, Rev. and Ret. 02/21 (Formerly Survey Field Supervisor); s002*