

Class Code: 645
City of Anaheim
CLASS SPECIFICATION

Classification:
SURVEY PARTY CHIEF

Definition:

Under minimal supervision plans, assigns, reviews and participates in the work of a survey party.

Essential Job Functions: Essential job functions may include, but are not limited to, the following:

Directs a survey party in making a variety of surveys, including land surveys to determine locations of property lines, boundaries, easements, and rights-of-way; topographic surveys to determine locations and elevations of existing improvements, structures, and topographic features; construction surveys for improvement projects; surveys to establish and adjust benchmarks; and surveys to establish and monument street centerlines.

Keeps accurate field notes of work performed showing lines, angles, distances, benchmarks, mathematical calculations, and other data pertinent to the field survey.

Computes and adjusts angles, distances, bearings, traverses, and elevations.

Operates survey instruments and instructs other party members in their operation.

Performs a variety of office surveying duties, including researching existing records and compiling data required for current survey projects.

Supervises, trains, and evaluates the performance of technical subordinates.

Performs other job related duties as assigned.

Job Related Qualifications:

Experience: Equivalent to journey level experience in field survey work.

Knowledge of: Surveying methods, practices, and techniques; legal aspects of surveying; algebra, geometry, and trigonometry; elementary principles and practices of engineering as related to surveying; sources of information concerning previous land surveys; principles of supervision, training, and performance evaluation.

Skill in: Understanding and interpreting legal descriptions and record survey maps; understanding and interpreting engineering plans, diagrams, and notes; using and caring for computers and computerized surveying instruments and equipment; making accurate and legible field survey notes; performing complex mathematical calculations with speed and accuracy; planning and organizing the work of a field survey party to achieve optimum efficiency; supervising, training, and evaluating subordinate field survey personnel. Skill in the use Personal Computers.

Note: Positions in this classification perform at the advanced journey level of the Surveying job series. They include employees who process significant responsibilities beyond that expected at the journey level and require a significant level of

specialized, technical or functional expertise in surveying. Their work requires significant exercising of independent judgement. They provide technical and functional lead supervision and/or training to other subordinate positions. Work is normally reviewed only upon completion and for overall results.

Physical Requirements: Be able to stand, walk, climb, bend, and stoop when conducting field survey work; lift up to 50 lbs. and work safely within a heavy traffic intersection.

License and/or Certification Required: Possession of a valid California Driver's License.

Desirable Requirement: Possession of a California Land Survey in Training (LSIT) Certificate.

Supervision Received: Works under technical supervision of the Chief of Survey Parties who outlines assignments and periodically reviews work in progress and completed work.

Supervision Exercised: Plans, assigns, trains and reviews the work of subordinates. Does not hire or discipline.

Career Ladder Information: Experience in this class may serve to meet minimum requirements for promotion to Chief of Survey Parties.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

10/1/85 - Revised R. Andersen & Assoc.
11/90 - Revised - P. Saldivar/C. Harris
7/01 - Revised - V. Kilmurray
Unit of Representation - AMEA, General
Doc: CS1092