

Class Code: 103
City of Anaheim:
Class Specification:

- I. CLASS TITLE: CHIEF OF SURVEY PARTIES
- II. DEPARTMENT: Public Works/Field Engineering
- III. CLASS DEFINITION:

To supervise, plan and coordinate the activities and operations of the Survey Section within the Public Works Department; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Civil Engineer - Field.

- IV. SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Civil Engineer - Field

Exercises direct supervision over supervisory, professional and technical staff.

- V. EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Participate in the development and implementation of goals, objectives, policies and priorities for engineering survey activities; identify resource needs; recommend and implement policies and procedures.

Direct, coordinate and review the work plan for survey activities and operations; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Coordinate organization, staffing and operational activities for the Survey Section to ensure that the Engineering Department and other City departments, contractors and others are provided with accurate, precise and timely survey data.

Select, train, motivate and evaluate Survey Section personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the construction survey program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Direct and coordinate survey staff in making a variety of surveys including land surveys, topographic surveys, construction surveys and surveys to establish and monument centerlines.

Oversee the quality and timeliness of survey data; prevent duplication of work by recording, monitoring and reviewing data; verify and document survey information provided by private engineers.

Examine preliminary project requirements; research necessary information and assist in establishing project priorities and schedules.

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

Compute and adjust angles, distances, bearings, traverses and elevations; operate a wide variety of survey instruments; perform a variety of office surveying duties including calculating survey data from notes, maps, deeds and other records.

- EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

Attend and participate in professional group meetings; stay informed of new trends and innovations in the field of construction survey.

Coordinate survey activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Civil Engineer - Field; prepare and present staff reports and other necessary correspondence.

Perform related duties and responsibilities as required.

VI: JOB RELATED QUALIFICATIONS:

Experience: Extensive responsible field survey experience including the supervision of technical employees.

Knowledge of: Methods, practices and laws regarding land surveys; principles of algebra, geometry and trigonometry as applied to engineering and survey calculations; principles and procedures of financial record keeping and reporting; OSHA safety requirements; proper use of survey equipment; principles of municipal budget preparation and control; principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations.

Ability to: Manage and coordinate the work of supervisory and technical personnel; select, supervise, train and evaluate staff; interpret and explain City surveying policies and procedures; research, analyze and evaluate new program techniques, methods and procedures; prepare clear and concise reports; prepare engineering and field survey computations; use and care for drafting, surveying and mechanical instruments and tools; understand legal descriptions and engineering plans; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials and the general public.

Physical Requirements: Ability to tour work sites and assess work activities.

License/Certification Required: Possession of, or ability to obtain by date of appointment, a State of California Land Surveyor's License and a valid California Driver's License.

VII. FLSA DESIGNATION: Executive Exempt

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.