

SURVEY PARTY CHIEF, 7286

Summary of Duties : Supervises survey parties making preliminary, property, construction, topographic, geodetic, and hydrographic surveys and keeping notes and records of such surveys; may perform geodetic and other survey calculations in the office, prepare Records of Survey and research survey data from record sources, check tentative tracts, parcel maps, Records of Survey; and does related work.

Distinguishing Features : A Survey Party Chief normally supervises one or two field survey parties consisting of Land Surveying Assistants and Field Engineering Aides. An incumbent's primary responsibilities are to obtain accurate and sufficient data in a cost-effective way, to care for expensive equipment, to ensure the safety of the survey party, and to maintain good relations with the general public and construction personnel. Supervision is received from a Survey Supervisor who directs a number of survey parties. Assignments are received by oral and written order, supplemented by field notes, plans, specifications, and maps, with instructions as to the objectives to be achieved. An employee of this class may perform office work connected with surveying which requires a knowledge of, and experience in, making surveys.

A Survey Party Chief may be assigned to assist a Survey Supervisor in the supervision of several survey parties and may act for the Survey Supervisor in the latter's absence.

Examples of Duties : Supervises a survey party making preliminary, real property, litigation, construction, center line, topographic, photogrammetric control, and geodetic surveys, and less frequently, collecting hydrographic data;

Supervises reconnaissance surveys to select traverse lines and locate triangulation points; calculates closure of traverses; compares calculated position with known location of triangulation points; directs a party in checking and locating detected errors; makes surveys for rights of way, real properties, and easements; interprets property legal descriptions, deeds, maps, and construction plans; establishes construction stakes, control base lines, and center lines for construction stakes; checks work closely to insure against possibility of error in alignment or grade;

Supervises a survey party in making hydrographic surveys, movement and settlement checks of major structures such as dams, power plants, penstocks, reservoirs, conduits and embankments, and in making preliminary and construction surveys for power generating plants, penstocks, tunnels, overhead and underground power transmission and distribution lines, receiving and distributing

stations, buildings, and general service facilities; determines methods and supervises detailed operations for making topographical surveys for the preparation of contour maps by various methods; keeps field notes of readings and observations and makes such sketches and computations as may be necessary to record field observations and data; plots profiles and cross sections; occasionally operates surveying instruments; establishes and maintains contacts with contractors, inspectors, and the general public;

Instructs and trains members of the survey party how to perform their duties; maintains control of equipment, instruments, and transportation units assigned to the survey party and insures that they are maintained in good condition; indexes and files survey notes, maps, plans, and field books; and assembles field books, maps, and plans for use of survey parties;

Assists in the supervision of several survey parties; makes work assignments; reviews completed work for accuracy and adequacy; explains survey activities to contractors, inspectors and the public; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of survey instruments, their use and methods of adjustment; a good knowledge of survey principles and practices as applied to preliminary, real property, litigation, construction, topographic, geodetic, photogrammetric, and hydrographic surveys; a good knowledge of mathematics, through plane trigonometry, as applied to surveys, including traverse closures, bearing and azimuths, grades, circular and parabolic curves, computation of areas, and the use of trigonometric and curve data tables, and electronic calculators; a good knowledge of safety principles and practices in survey operations, in rural and urban areas, including first aid; a good knowledge of the techniques and practices involved in retracing property lines and street center lines; a good knowledge of the basic features of United States Public Land subdivision; a good knowledge of the interpretation of legal descriptions of property; a good knowledge of supervisory principles and practices; a working knowledge of design and construction practices as related to interpretation and checking of various types of construction plans; a working knowledge of field work, office computations and adjustments pertaining to geodetic surveys, triangulation, and precise leveling; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to read precise instruments accurately; the ability to make mathematical calculations quickly and accurately; the ability to work outdoors under a variety of physical and climatic conditions; the ability to follow written and oral instructions; the ability to do lettering and simple drafting and make field notes, sketches, and field maps; the

ability to train subordinates in the use of survey equipment; the ability to plan, lay out, and check the work of members of a survey party; the ability to deal with the public tactfully and effectively; and the ability to direct survey operations of various types under a variety of physical conditions.

Two years experience as a member of a land survey party at the level of Land Surveying Assistant is required for Survey Party Chief.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; good speaking and hearing ability; and good eyesight.

Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.