

## COUNTY OF SOLANO

### Survey Party Chief

Rev. 01/05

#### **DEFINITION**

Supervises the work of the survey party involved in performance of complex land surveys; serves as a member of the department's supervisory team.

#### **CLASS CHARACTERISTICS**

This single position class describes a line supervisor with responsibility for integrating the activities of the survey party with other facets of a public works project such as construction layout of roads and bridges. This class is distinguished from the County Surveyor in that the latter is a section head responsible for both surveying and land development activities.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the County Surveyor.

Exercises supervision over technical staff.

#### **EXAMPLES OF DUTIES** –*Duties may include but are not limited to the following:*

Plans and conducts surveying projects; determines project parameters and schedules work; plans, organizes and directs survey party in conducting land, preliminary, location, construction, boundary, topographic, aerial control and other precise surveys.

Ensures that adequate safety equipment, such as signs and cones, are used to protect County personnel, equipment and the general public; conducts safety training and enforces safety rules.

Checks crews engaged in drafting, preparing calculations and using equipment on surveys and assists them as problems arise.

Evaluates measurements and recorded data for completeness and accuracy as it is collected; performs complex surveying calculations; interprets land surveying principles, laws, maps, plans, calculations and specifications; interprets technical documents; checks final records of surveys and corner records for accuracy and consistence with found monuments and previously recorded maps; may sign and stamp final records of surveys and corner records.

Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

Trains survey crew in all aspects of surveying theory, research procedures, computer aided drafting and field procedures.

Performs the more complex field computations such as computing curve data, deflections, missing bearings and distances and closures; submits precise and complete field notes and prepares sketches in field books. Conducts and supervises final and special project research, control surveys, topographic surveys, construction surveys and boundaries surveys.

Coordinates work with other departments and personnel; coordinates with survey crew, immediate supervisor, design and construction personnel, road supervisor, and general public regarding work in progress or work that is anticipated.

Researches projects by reviewing maps, plans, deeds, petitions, vertical and horizontal control data and field books.

Supervises operation of precise level, theodolite and electronic distance meter measuring elevations, angles and distances for geodetic, design and construction surveys; calibrates survey equipment.

If licensed as a Professional Land Surveyor in the State of California, may act as the County Surveyor in the absence of the County Surveyor.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Thorough knowledge of surveying principles and practices and of the operation and maintenance of surveying instruments.

Mathematics used in surveying.

Working knowledge of the principles and practices of effective Supervision.

The mission and goals of a Resources Management Department.

### **Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle

Operate field and office survey equipment and software

### **Ability to:**

Read and interpret maps, deeds and petitions.

Communicate effectively both verbally and in writing.

Establish and maintain cooperative working relationships.

Collect and analyze data to draw logical conclusions and make appropriate recommendations; maintain accurate records and document actions taken.

Supervise the work of others engaged in survey activity; determine and evaluate levels of achievement and performance.

Organize and prioritize work assignments.

Research regulations, procedures and/or technical reference materials.

## **EXPERIENCE AND EDUCATION/TRAINING**

### **Experience:**

Three (3) years of land surveying experience which included working with the full range of survey equipment and instruments.

### **Education/Training:**

Course work in trigonometry, drafting, surveying, AutoCAD, or college level mathematics.

## **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California driver's license is required.

As a condition of employment, possession of a Land Surveyor in Training certificate is required within three years of employment.

Possession and maintenance of valid California Professional Land Surveyor's license is highly desirable.

## **SUPPLEMENTAL INFORMATION**

Independent travel is required.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-60 pounds).

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people; some tasks require the ability to communicate verbally and in writing.

**Environmental Factors:** Requires the ability to work outdoors in all types of weather conditions and may require exposure to dirt, dust, wetness, heat, cold, noise, machinery or traffic hazards, bright/dim light or uneven terrain.

---

Director of Human Resources

**Established Date:** September 1986  
**Revised Date:** May 2003  
**BOS Date:** June 30, 2003  
**CSC Revision Date:** January 12, 2005

I:\Classification\Class Specs\ParaProf specs\Survey Party Chief.doc