



## **JOB DESCRIPTION – PARTY CHIEF**

- Operates survey instruments required to perform surveys as directed by the Field Survey Manager.
- Knowledgeable of, and abides by safety requirements.
- Knowledgeable of traffic control and safety procedures for a variety of surveying and construction operations.
- Knowledgeable of the care, cleaning and use of a variety of surveying tools and equipment.
- Knowledge of the operation, checking and basic field adjustments on transits, total stations, total electronic station, data collectors, levels, compass, tribrachs, and tripods.
- Knowledgeable of trigonometry, geometry, algebra, coordinate geometry, and basic surveying computations.
- A familiarity with hand-held calculators is important
- Demonstrates lot, area, and intersection (bearing-bearing, distance-distance, bearing-distance) computations.
- Knowledge of the reduction and checking of the field notes listed below for the determination of positions and elevations.
- Knowledgeable of the principles of performing surveys: leveling, traversing, triangulation, trilateration, public land surveys, metes and bounds surveys, construction surveys, and photo control surveys.
- Able to facilitate field work for a variety of standard types of surveys under the direction of the Field Survey Manager.
- Knows basic sources of measurement errors.
- Knows principles of staking and marking.
- Knows how to keep neat and orderly field notes for standard surveying operations: leveling, traversing, topographic mapping, layout, as-built surveys, boundary surveys, profile and cross-section surveys.
- Able to enter field data and produce positional information (i.e., leveling, traversing, stadia, topographic mapping) with either a hand-held calculator or micro-computer software.
- Knows how to interpret control point records and data sheets, as well as locate points in the field.
- Knowledgeable of and understands plan reading and preparation (i.e., site plans, boundary plans, highway plans, profile and cross sections, horizontal and vertical curves, pipeline plans, foundation plans, and developing existing and finished contours).
- A basic knowledge of the terminology and principles of conventional drafting.
- Knowledgeable of surveying ethics and technical standards.
- Show responsibility in the profession (i.e. attire, honesty, respect for personal property).
- Identifies, recommends, and practices ways to be productive and efficient.
- Provides accurate account of time spent on projects with descriptions for each time entry.
- Adheres to established company policies and assure that he/she follow standard procedures.
- Assure he/she adheres to procedures in the safety manual and uses all personal safety equipment provided.
- Performs field survey activities in accordance with standards set by state statutes and the American Congress of Surveying and Mapping.

## **JOB DESCRIPTION – PARTY CHIEF Continued**

- Plans daily activities considering possible multiple projects to meet productivity goals set by Project Managers.
- Knows how and enforces neat and orderly field notes for standard surveying operations: leveling, traversing, topographic mapping, layout, as-built surveys, boundary surveys, profile and cross-section surveys.
- Knows where, when, and number of pictures to take during field operations.
- Performs vehicle and equipment inventory, loading and maintenance.
- Makes timely requests for external equipment, procedural changes, new equipment purchases and vehicle maintenance to the Field Survey Manager.
- Communicates with the office staff about all aspects of the project.
- Works without direct day-to-day supervision and makes technical and supervisory decisions for projects assigned within specified limits of authority.
- Performs daily Data Collector downloading.
- Prepares daily time sheets, data logs, expense reports and field change orders.
- Provides input to Project Manager (Field Survey Manager) and Group Leader for the formal performance evaluation.
- Participates in Survey Department training.
- Identifies, recommends, and practices ways to be productive and efficient.
- Performs other duties as assigned.

**Salary Range: \$30 per hour to \$55 per hour\***

\*Salary Range is based upon level of education, years of experience, proficiency, and depth of knowledge in the industry.

