

Class Title: Survey Party Chief

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Supervises and participates with a survey party engaged in field surveying of land areas. Directs and participates in topographic, construction, and other precise engineering surveys and measuring and describing property lines.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Conducts topographic and boundary surveys by collecting data to provide scaled visual descriptions of tracts of land to include elevations and collecting data to describe limits of properties, respectively.
2	M	Monitors vertical and horizontal controls by installing benchmarks and establishing elevations or blocking corners.
3	M	Utilizes Global Positioning System (GPS) by setting up equipment and operating data collection antennas to receive satellite transmissions for the location points and physical features.
4	M	Conducts physical surveys by providing information for legal descriptions of properties to include all physical attributes.

CSC Adopted: October 2001, CSC Revised: _____

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years' experience in Field Surveying.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read blueprints, plats, maps, plans, deeds, legal documents, site plans, and field notes.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, geometry, and trigonometry.
Writing	Work requires the ability to write field notes, plans, timesheets, inventory, and various forms.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Operating survey instruments/collections data
Sitting	F	Driving, computer, desk work
Walking	F	Offsite field work
Lifting	O	Survey equipment
Carrying	F	Survey equipment
Pushing/Pulling	O	Obstructions in field
Reaching	R	Obstructions in field
Handling	F	Survey equipment
Fine Dexterity	F	Computer keyboard, survey equipment, telephone keypad, calculator
Kneeling	F	In field while setting points
Crouching	F	In field while setting points
Crawling	R	Under fences, brush
Bending	F	In field while setting points
Twisting	F	In field while setting points
Climbing	O	Trees, fences
Balancing	O	Trees, fences, boats
Vision	C	Focusing and reading surveying instruments, computer
Hearing	C	Crew, public, supervisor, contractors
Talking	F	Crew, public, supervisor, contractors
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, Standard Microsoft Windows and Office software, electronic distance meter, GPS equipment, transits, levels, alidades, calculator, electronic data collectors

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	D
Chemical Hazards	S	Extreme Temperatures	D
Electrical Hazards	S	Noise and Vibration	D
Fire Hazards	S	Fumes and Odors	D
Explosives	N	Wetness/Humidity	D
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety vests, hard hats, cones, signs, flags

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)