

**NATURE OF WORK**

This is technical and skilled subprofessional engineering work.

Work involves responsibility for directing a survey party performing surveys for right-of way, easements, mapping, construction of engineering projects, boundaries, and GPS. Work requires application of precise engineering and survey knowledge gained through education, training and experience. Work direction is exercised over subordinates engaged in survey field and office activities. An employee of this class exercises independent judgment under general supervision of the City surveyor (Engineer 2). Survey Party Chief differs from Engineering Tech III in that the Engineering Tech III does not have the degree of independence and scope of projects typical of the survey records section position.

**ILLUSTRATIVE EXAMPLES OF WORK**

Under the general supervision of the City surveyor, acts as party chief of a survey crew; supervises all phases of work; directs recording, archiving, and transfer of field notes, proper use of survey equipment, performance of complex calculations, and use of proper field procedures, including checking and review of subordinates work.

Organize and prioritize workloads, direct and lead staff, plan and carry out tasks to maximize efficiency, schedule overtime as required to meet seasonal demands.

Directs others and participates in legal and property records research, and boundary studies. Performs boundary surveys, collecting information as specified by statute, evaluating found evidence to make field decisions, and performing calculations to provide basis for evaluation.

Establishes horizontal and vertical control for construction projects, mapping of municipal projects, GIS applications, and checking subdivision plats.

Perform and direct topographic surveys to gather information for Public Works engineers, using total station, data collector and GPS equipment to measure and record topographic information, within accuracy tolerances; performs data transfer of survey information and calculations to provide data in proper format and coordinate system to the engineering design team and consultant engineers. Performs field and office independent checks to ensure accuracy.

Perform and direct construction staking to City of Salem Standards, requiring ability to read and interpret construction plans prepared by City of consultant staff, write stakes for grade and location, perform field calculations to provide grade cut sheets, and locations at desired and logical offsets. Perform and direct office and field checks to ensure accuracy.

Acts as a liaison on behalf of the City of Salem, making contact with landowners and contractors.

Performs other related work as required.

**WORK QUALIFICATIONS**

Considerable experience in surveying, engineering and drafting; completion of a two-year technical course with an associate degree from an accredited college with major course work in engineering, surveying or mathematics; or any equivalent combination of experience and training which provides the following knowledge and abilities:

## **SURVEY PARTY CHIEF (Cont.)**

### Considerable knowledge of

- Elementary principles of civil engineering.
- Principles and modern practices employed in land surveying to provide accurate information and meet legal requirements including the use of appropriate instruments.
- Principles of algebra geometry and trigonometry as they are found in engineering practice

### Knowledge of

- Deeds and legal descriptions as they relate to surveying, knowledge of public works construction and improvements.

### Some knowledge of

- Principles of engineering designing procedures.

### Ability to

- Perform precise survey work,
- Make complex calculations,
- Produce field notes and provide construction staking,
- Provide files transfers through the use of sophisticated survey software.
- Develop and maintain effective working relations with other employees, contractors, and members of the public.
- Independently plan and prioritize work for completion.
- Effectively provide technical assistance, training, work direction, and leadership to subordinate personnel.
- Use a variety of modern office and field equipment, and specialized survey software

May require possession of a valid Oregon driver's license or Class 4 license and the ability to meet the City's driving standards. Work is performed in both office and field settings, with field experience including exposure to traffic conditions and variable weather conditions.

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Personnel Director