



## **CLASSIFICATION DESCRIPTION**

**TITLE: SURVEY CREW CHIEF**

**JOB CODE: 12 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to perform a wide variety of technical and supervisory work in land surveying. Employees in this classification function at journey level to perform both routine and non-routine duties as dictated by the nature of the work promoting efficient and organized operation of department activities. Position performs a variety of administrative/clerical support duties as dictated by the nature of the work area. Performs related work as directed. Position operates under the general direction of the City Stormwater Engineer and/or designee.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervise work of survey crew and assignments, performs right-of-way, control, profiles, cross sections, as-builds, and topographic surveys. Locate property corners/lines and easements; establish line and grade for construction work.
- Participates in pre-survey planning meetings with project managers.
- Ability to perform job duties under minimal supervision and in allotted time assuring that all survey work is within the project requirements, City standards and ordinances, permitting requirements, and maintain quality control.
- Requires excellent customer service skills, ability to establish and maintain effective working relationships with other employees, officials, and all members of the general public regarding work progress and programs.
- Provides support and assistance as required to management, subordinates and co-workers.
- Assigns and monitors work, provides input for evaluation of field survey crew, and instructs and trains survey crew in survey and mapping methods, use of equipment, and safety procedures.
- Ability to read and interpret maps, drawings and data relating to land surveying and civil engineering.

- Ability to make field corrections and computations as needed. Sets grades and performs layout for construction.
- Ability to make field comparisons of construction drainage problems and proposed street, driveway, swale, ditch grades and drainage plans to existing conditions.
- Decides on survey techniques to be used on specific projects, responsible for staying abreast of latest survey techniques and may perform other related office survey duties or assignments.
- Supervise and maintain applicable safety operations, equipment, and work environment.
- Ensures staffs compliance and commitment to the City's: goals, objectives and culture
- Performs work related to this job description as required.
- May be required to participate in community outreach and educational programs and/or presentations
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED; supplemented by specialized training in land surveying, and a minimum of three (3) Years' experience as a survey instrument person or junior party chief.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.

Must possess and maintain a National Society of Professional Surveyors (NSPS) Certified Survey Technician Level 1 or obtain within (1) year of employment.

Ability to obtain and maintain Florida Department of Transportation Traffic Safety (MOT) certification or have the ability to obtain within one (1) year of hire

### **Preferred Certifications**

National Society of Professional Surveyors (NSPS) Certified Survey Technician Level 2, 3 or 4.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Advanced knowledge of the principles, techniques, standards and practices of land surveying.
- Knowledge of survey instruments and methods used in land surveying.
- Knowledge of mathematics through trigonometry and its application to field surveying.
- Knowledge of general construction plans.

- Knowledgeable in the use of survey instruments, total station/data collectors, digital levels, real-time/base station GPS, hand-held calculators and basic personal computer operations and applicable programs.
- Ability to perform light to medium laborious task; at times working in extreme and varied outdoor environments, physically traverse over-under natural and man-made obstacles, safely work and navigate roadways and traffic conditions, perform lifting of survey related material and equipment.
- Ability to maneuver and operate light machinery, support equipment such as machetes, chain saws, small boats, all-terrain vehicles and dexterity to operate technical survey equipment and instruments.
- Ability to maintain field notes, data-logs and applicable reports accurately and neatly.
- Ability to reduce and plot field notes and transfer of survey data.
- Ability to make field and office computations, interpret engineering plans, surveys and maps.
- Ability to perform applicable work, direct and supervise the work of the survey crew.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is frequently required to lift, move or carry objects up to 15 pounds; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, gases, odors or airborne particles; excessive noise; extreme temperatures; and dampness, wetness and humidity. While performing the essential functions of this job, the incumbent is occasionally exposed to possible bodily injury from moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.