

## Land Survey Field Party Chief

**Job Title:** Land Survey Field Party Chief  
**Department:** Survey  
**Reports To:** Land Survey Division Manager  
**Supervises:** Survey Technician

### SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES

General Description of Position, including a list of Duties and Responsibilities.

- Safety sensitive position
- Knowledge of how to calibrate/localize GPS equipment
- Communicate with clients, field personnel, land survey division manager
- Accurately place monumentation for construction or boundary purposes
- The ability to calculate survey information (i.e. station/offset and grade or search calculations to locate potential survey monuments), using construction plans or found monuments
- The ability to read survey maps or construction plans
- The ability to fill out cut-sheets, survey field books, and/or take notes on field conditions
- The ability to diagnose equipment problems (i.e. recognizing dead/flat batteries, identify potentially bad wires, etc) and temporarily correct problems
- Manage daily time schedules
- Upload and download daily survey data, make copies of notes and update field folder
- Ability to pass a background check, be honest and work with integrity
- Other duties as assigned

### SUPERVISORY RESPONSIBILITIES

This job requires the supervision of 1 – 3 persons during field activities

- Supervise survey tech(s)
- Responsible for equipment and supplies
- Maintain clean and serviced work truck

### REQUIRED SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Field land surveying techniques
- Land surveying related mathematical concepts
- GPS
- Total Stations, both robotic and manual style
- Windows, specifically the ability to use Windows Explorer, Excel and Word
- Knowledge of survey vocabulary
- Clean driving record and a valid driver's license and the ability to get a driver's license in the State of Arizona

**EDUCATION and/or EXPERIENCE**

High school diploma or GED; 1 year minimum related experience and/or training as a land survey field party chief; or equivalent combination of education and experience. Technical or vocational training desirable. MSHA desired, but not required. OSHA desired, but not required. MSHA and OSHA training can be provided if needed.

**LANGUAGE SKILLS**

High proficiency in the English language. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Note taking abilities. Simple maps for field books and notes. The ability to write complete sentences. Ability to write lath with construction information. The ability to write legibly on lathe. The ability to maintain legible notes and cutsheets.

**OTHER SKILLS**

The ability to walk/hike long distances on varying terrain. The ability to lift and carry up to 50 lbs. AutoCAD familiarity/knowledge is a plus. First Aid and outdoor survival/orienteering skills. The ability to operate a variety of 4-wheel drive vehicles (i.e. ATVs or pickup trucks) in a variety of terrain, including, but not limited to: sand, mud, rocky ground, and/or poorly maintained roads/paths.

**JOB STANDARDS**

- 1 0 reportable accidents
- 2 Maintains clean and orderly work vehicle, including maintaining supplies needed for land surveying
- 3 Must maintain a good or better rating on each performance evaluation
- 4 Must have 95% or better on-time and attendance record within the guidelines of Company Policy

Signature \_\_\_\_\_ Date \_\_\_\_\_