

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Survey Chief</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>CD17</u>
FLSA Status	<u>Non-Exempt (2)</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Engineering</u>

PRIMARY PURPOSE:

Plans, organizes, supervises and participates in daily field operations and office activities of survey party crew(s).

SUPERVISION:

Under supervision of the Supervisor of Survey Operations; directs the work of survey crews and other assigned personnel as necessary.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Leads, directs, and participates in the work of the field survey party engaged in gathering land measurement information.
2. Performs various types of survey work including preliminary, topographic, construction, land, and other categories of surveying.
3. Operates both manual and electronic survey equipment; trains crewmembers regarding proper equipment use, care, and maintenance.
4. Completes performance evaluations and keeps related pertinent records.
5. Performs simple as well as complex calculations on raw and design data to determine elevations, coordinates, areas, volumes, closures, grades, etc.
6. Completes and maintains accurate records of field and office information.
7. Reads and understands plans, blueprints, written instructions, property descriptions, and survey plats.
8. Utilizes computers as necessary to reduce raw electronic data and manipulate processed information as it relates to survey and design work.
9. Insures appropriate safety procedures are followed and that equipment is maintained in safe and working order.
10. Interacts and cooperates with the public, contractors, and other city departments regarding survey projects.
11. Travels to a variety of locations throughout the city to complete surveying activities.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of advanced principles and practices of land, construction, and topographic surveying.

Abilities

Effectively supervise the daily activities of a survey party; understand and interpret engineering plans and specifications; read, comprehend, and interpret various forms of legal descriptions for land; make decisions utilizing sound judgment; accurately maintain required records and reports; proficiently operate assigned surveying instruments including computers; accurately perform routine as well as complex construction layout assignments; communicate effectively both verbally and in writing; deal effectively and courteously with associates, contractors, and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor's Degree in Land Surveying, Civil Engineering, or a related area plus one year of experience in surveying work; or successful completion of two years of education and/or technical training in surveying and engineering from an accredited technical school or college plus three years of progressively responsible survey work. Surveying experience can be substituted for the education requirement on a year-for-year basis. Demonstrated work experience in a supervisory capacity is preferred.

Physical Requirements

Performs bending, squatting, kneeling, walking and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 50 pounds; holds and grips objects; may be required to stand for long periods of time.

Working Environment

Primarily outdoors with exposure to extreme weather conditions as well as dust and pollen; may be exposed to extreme noise and working in cramped spaces; subject to mechanical hazards associated with construction projects; susceptible to other safety hazards associated with working in and around traffic.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

None required.

Last Revision:	February 21, 2012	GENERAL ORDINANCE NO. 4609
Comments:	Updated Abilities	Date: June 10, 1996

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____