



Survey Party Chief

Job Description

Department: Surveyor
Position: Career Service
Starting Step: 40, Table 14
Supervisory: Yes
Reports to: Chief Deputy – County Surveyor

Summary

Surveys County real property and maintains and perpetuates public lands survey monumentation. Analyzes the accuracy of public lands monumentation field data.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Direct the activities of the survey party in the field to ensure accuracy and completion of the survey project.
2. Perform advanced field calculations for all aspects of the work including closing and adjusting traverses and calculating complex GPS positioning information.
3. Perform land surveys for maintenance, location, and relocation of section corners through use of GPS equipment and/or conventional surveying equipment.
4. Perform differential level work.
5. Perform construction surveys for County roads, bridges, debris basins, buildings, and other properties.
6. Perform surveys that define the boundaries of County real property and that establish rights-of-way on County roads.
7. Perform surveys to resolve title discrepancies.
8. Use a variety of instruments including levels, total stations, and GPS equipment.

Knowledge, Skills, and Abilities

Knowledge of survey field techniques and survey language

Knowledge of supervisory techniques

Skilled in reading and writing

Skilled in the use of various survey instruments including, but not limited to, levels, Theodolite, total station, and Global Positioning System (GPS)

Skilled in taking legible notes

Ability to perform advanced field calculations to check traverse closures, calculate coordinates and GPS positioning information, and adjust traverses

Ability to apply trigonometry to surveying

Ability to maintain cooperative relationships with those contacted in the course of work activities

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Class Code: 3052

Class Title: Survey Party Chief

FLSA: Non-Exempt

Effective Date: 7/11/17

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

Ability to plumb range rods and level rods

Ability to use conventional surveying equipment such as rods, chains, tripods, levels, and tribrachs

Ability to effectively organize projects and give assignments

Ability to lead others in their work

Supervisory Responsibility

This position has direct supervisory responsibility, working directly with and directing the survey technicians.

Work Environment

This job is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This position exposes incumbent to possible bodily injury while performing field work. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. This position may carry equipment up and down steep mountainous terrain. The employee is required to type, file and lift office supplies or equipment up to 50 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position does not require any overnight travel out of state but can require up to 25% travel routinely to and from job site.

Required Education and Experience

1. Equivalent to an Associates Degree in Surveying
2. And four (4) years of related survey work experience
3. Related completed degrees beyond an Associates Degree may be considered in meeting up to one (1) year of the required work experience

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Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
2. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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