



City of Irving Job Description

Assistant Survey Party Chief

FLSA Status:	Non-Exempt	Job Department:	Capital Improvement Program Department
Job Code:	34552	Reports To (Job Title):	Survey Party Chief

PURPOSE

To supervise, direct, and coordinate the City's surveying activities with other divisions and departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Provide assistance to Survey Party Chief with surveying procedures and activities, including scheduling, assigning work activities, and monitoring work flow.
- Maintain the City survey programs, survey records, and survey information.
- Review and interpret raw data and inputs it into the data collector for processing into survey coordinates.
- Use a variety of survey equipment to stake out future, on-going, and completed City projects.
- Manage and correct field data for the engineering department.
- Assist training survey party workers.
- Provide accurate survey data to the public, engineering department, and contractors.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Recommend goals and objectives to assist in the development of policies and procedures.
- Requisition and maintain materials and equipment necessary for all surveying activities.
- Respond to and assists the general public, engineers, and contractors with questions, problems, and complaints regarding surveying activities.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 2 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Ordering surveying supplies as needed.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade.

EXPERIENCE

- Two (2) years of survey work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.

KNOWLEDGE OF

- Management and Supervision: Standard Operating Procedures, personnel motivation, oversight, and evaluation.
- Technical Methods: Principles of surveying, design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Computers and Electronics: Various types of surveying hardware, computer hardware and software including CAD and other technical surveying and drafting related programs preferred.
- Mathematics: Basic to advanced mathematical concepts, including algebra and geometry related to surveying.

SKILLS AND ABILITIES IN

- Skillful Accuracy: Extreme attention to detail in dealing with numbers, words, and ideas.
- Information Gathering: Knowing how to find information, and identifying essential information.
- Mechanical/Technical: Operating highly-complex computer equipment, including computer-driven communications and mapping systems.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Active Listening: Listening to what others are saying and asking questions as appropriate
- Oral and Written Expression: Communicating effectively orally and in writing regarding surveying issues to a variety of people ranging from the general public to construction contractors to professional technical and non-technical personnel.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

GUIDANCE RECEIVED

Periodic Supervision and Range of Guidelines/Procedures

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

CONTACTS

Often interacts with departments such as Water Utilities, Traffic, Parks & Recreation, Police, Fire, Code Enforcement, Planning and Zoning, and Building Inspections. Often will interact with outside agencies such as Dallas County, Railroad, TxDOT's engineering inspectors, private developers, flood control districts, engineering design firms and residents.

EQUIPMENT AND PROPERTY

Survey equipment, personal computer, copier, cell device and automobile.

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.*

The employee constantly is required to balance, drive a vehicle, grasp, handle, feel, listen, see, sit, smell, stand, stoop, talk, and/or walk. Frequently, s/he is required to lift up to 50 pounds, kneel, push, pull, and/or reach. Occasionally, s/he is required to climb, crawl, and/or run.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a dirty environment, blood-borne pathogens, electrical hazards, extreme temperatures or weather conditions, air contamination, improper illumination, noise, and/or traffic hazards. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.