

Survey Crew Chief

(Revised 9-2005)

GENERAL STATEMENT OF DUTIES: Performs professional surveying and civil engineering work of minor difficulty and responsibility with limited latitude for independent or unreviewed action or decision, but with responsibility for technical soundness of methods and requiring some independent judgment; and performs related work as required.

SUPERVISION RECEIVED: Works under the supervision of an Engineering Department employee of higher grade, who gives instructions and checks the work for effectiveness and accuracy.

SUPERVISION EXERCISED: Exercises working supervision over a few survey technicians or clerks in the field or office.

EXAMPLES OF DUTIES:

1. Participates in field survey work as a Survey Crew Chief and as Survey Technician as necessary.
2. Acts as a group leader in connection with surveying and civil engineering fieldwork.
3. Makes field calculations as necessary.
4. Takes, computes, and plots survey field notes.
5. Drafts and makes tracings of preliminary and final plans of survey and civil engineering work.
6. Assists in office work maintaining surveying and engineering records, examining title abstracts and answering public inquires.
7. May perform detailed design for surveying and civil engineering projects.
8. May make inspections during construction, maintenance, and repair work for specified objectives.
9. Performs simple vehicle maintenance (checks fluids); washes outside of vehicle and cleans inside of vehicles. Keeps track of vehicle scheduled maintenance.
10. Performs research related to title, layout, easement, and utility records.
11. Operates precise surveying instruments, conventional and state of the art (i.e. Total Stations, Levels, Data Collectors, and GPS Receivers) as necessary.
12. Performs such duties as determined and assigned by the County Engineer and the County Surveyor.

PHYSICAL REQUIREMENTS:

Physical Requirements With or Without Reasonable Accommodations:

The following physical requirements, with or without reasonable accommodations, are considered essential to the function of the job:

- Ability to sit and/or stand for long periods.
- Ability to lift and carry medium size loads (approximately 50 pounds). Ability to travel outdoors over uneven terrain.
- Ability to work outdoors in all weather and temperature extremes. Ability to use hand/power tools.
- Ability to learn and use new processes, tools, equipment as required.

QUALIFICATIONS:

- Thorough knowledge of the principles and methods of surveying.
- Working knowledge of the principles in the strengths of materials, mechanics of soils and fluids; basic mathematics and physics; units of measurements; engineering terminology; applicable laws and legal terms.
- Considerable skill in the use of surveying instruments.
- Ability to lay out work for others, to supervise them in their work, and get them to work together effectively. Ability to apply engineering principles to the solution of minor engineering problems.
- Ability to make accurate surveying and civil engineering calculations of ordinary difficulty. Ability to use a computer and software for survey calculations and drafting.

LICENSES:

- Massachusetts Class D Driver's License.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED.
- Progressive experience in surveying and civil engineering or related work or equivalent training.

PREEMPLOYMENT INFORMATION:

All offers of employment are conditional and specifically contingent on the following:

- (i) the completion and submission of appropriate documentation relative to the candidate's eligibility for employment in the United States;
- (ii) the successful completion (negative finding) of a drug and alcohol screen to be conducted at a provider designated by the County at the County's cost;
- (iii) the successful completion of a pre-employment physical to be conducted by a provider designated by the County, at the County's cost, and which may, depending upon the position involved, include psychological testing; and
- (iv) the successful completion of criminal history background check (CORI and SORI).

The criteria outlined above must be completed prior to the employee being placed on the payroll. Failure to successfully complete any of the above contingencies shall result in a rescission of the offer of employment.