

CLASSIFICATION ADDENDUM

Job Title: Survey Party Chief

Classification Specification: Technical Specialist

Barg Unit: OPE

Pay Grade: B24

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Survey Crew Chief conducts surveys for rights-of-way, easements, mapping and construction work, and public works projects and improvements; establishes horizontal and vertical control for construction projects, mapping of municipal projects, GIS applications, and checking plat subdivisions; enters GIS information into database, and other survey data into field books for maps and drawings; completes topographic surveys; maintains and updates reference maps, document filing systems, and GIS survey control data; calibrates survey instruments; performs field check on partition and subdivision plats and ties to City survey control; may act in a lead capacity depending on project assignment; Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of surveying, engineering, or related, with sufficient increasing responsible experience in surveying.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge:

- Surveying principles and practices including principles and practices of operating GPS, robotic total station and data collection.
- Algebra, geometry, and trigonometry as found in engineering operations;
- Deeds and legal descriptions as they relate to surveying;
- Field and office surveying and engineering activities; public works construction and improvements.
- Principles of CAD and GIS software.

Skills: *(Demonstrated skill in performing the following)*

- Checking and auditing own work;
- Working on one-person or multi-person crews;
- Utilizing surveying principles and practices;
- Producing accurate surveying and engineering calculations;
- Completing field work safely at sites that may be in various stages of construction.

Essential Characteristics and Duties Addendum
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Qualification For Grade Progression: N/A

Physical Requirements Addendum

Medium Work as defined in the classification specification. Position requires walking, climbing, with regular lifting and exertion for short periods. Further definition of the physical requirements of the position can be found in a job task analysis.
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The principal duties of this job are performed in a field environment that involves frequent travel by motor vehicle to sites to perform survey duties. The position requires walking, climbing and crawling with regular lifting and exertion for short periods. The incumbent may spend long periods walking or standing; involving exposure to various weather conditions on potentially hazardous survey sites.

Addendum History

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