CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5109  TITLE: CHIEF OF SURVEY PARTIES  GRADE: S-25

DEFINITION:
Under general supervision, serves as the logistical coordinator by managing the daily scheduling, coordination and supervision of survey field crews; coordinates survey project activities between the surveyor’s office and the multiple agency engineers, designers, inspectors and contractors; performs work of a survey analyst as needed; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:
The Chief of Survey Parties is distinguished from the Deputy County Surveyor in that the Chief of Survey Parties coordinates survey project activities between the surveyor’s office and the multiple agency engineers, designers, inspectors and contractors; whereas the Deputy County Surveyor provides technical and professional guidance to the survey analysts and survey crews and assists the County Surveyor with coordination of the department operations.

The Chief of Survey Parties is distinguished from the Senior Analyst/Coordinator in that the Chief of Survey Parties coordinates survey project activities between the surveyor’s office and the multiple agency engineers, designers, inspectors and contractors; whereas the Senior Analyst/Coordinator chiefly serves as technical coordinator, facilitating the transfer of data to design and construction engineers and contractors, but also performs highly technical survey work that includes analyzing, computing and communicating land records and survey data.

ILLUSTRATIVE DUTIES:
Supervises the survey party chiefs administratively and functionally in conducting land surveys; Mentors and provides technical guidance and assistance to subordinate personnel; Coordinates all County land survey requests with other agencies’ engineers, designers and contractors, reviews initial requests, details, and negotiates project specifics and timelines; Coordinates daily with survey analysts, field crews, engineers, project managers, consultants, branch supervisors and the County Surveyor about job priorities, scope, ongoing status, projected start and completion dates and end products; Assists internal clients in the formulation/refinement of a survey work request which will result in a survey adequate and appropriate for the needs of their project; Computes survey stake out data and record information using AutoCAD/COGO software as needed; prepares an/or checks construction cut sheets from field notes as needed; Communicates technical information on industry standards and regulations; Manages production schedules of field operations and ensures schedules are maintained for efficient completion of project requirements; Visits project sites with engineers and designers to scope out projects and ensure maximum understanding; Maintains project information and data base of all survey projects;
Tracks branch budget expenditures for surveying supplies and equipment according to County policies;
Prepares reports, records of unit activities, and correspondence for signature of senior personnel regarding survey work and data;
Ensures that training opportunities, education and career development initiatives are available to survey crews;
Ensures that all requirements for equipment, personnel safety, training, project requirements, administrative needs, survey standards and industry regulations necessary to perform quality field work are met.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**
Knowledge of the theory and principles and practices of land surveying, civil engineering, design and construction, boundary and right-of-way determination;
Knowledge of the principles and practices of survey field work;
General knowledge of State and local laws, codes and regulations concerning surveying;
Knowledge of mathematics such as algebra, geometry and trigonometry necessary to perform calculations to prepare for and analyze data from survey work;
Excellent knowledge of Survey Software including AutoCAD & Trimble, (and/or current County platform), Microsoft Office Suite, and Hardware (PCs and Plotters), and the GIS system;
Knowledge of methods used in the precise calibration of survey instruments;
Ability to use survey instruments to perform field survey work;
Ability to apply knowledge of regulations, field data, and plan and profile data to computations and to communicate findings both to office and field personnel;
Ability to plan, monitor, and coordinate the work of a multi-disciplinary team(s) and/or subordinates;
Ability to assess training needs and evaluate the work of paraprofessional and sub-professional personnel;
Ability to read and interpret deeds, plats, and engineering plans and specifications;
Ability to prepare technical reports or correspondence;
Ability to routinely and independently perform field investigations and inspections in environments that present moderate discomforts and risks;
Ability to review, interpret and verify survey data collected by county survey crews for accuracy;
Ability to communicate with and work with co-workers, other County employees, contractors and engineers to obtain, clarify or provide information or advice.

**EMPLOYMENT STANDARDS:**
Any combination of education, experience and training equivalent to:
High school diploma or GED issued by a state department of education; PLUS six years of progressively increasing experience including both field survey work at the crew chief level and office work in the practice of land surveying.
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CERTIFICATES AND LICENSES REQUIRED:
None

REVISED: October 8, 2008
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