

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5113 **TITLE:** SURVEY PARTY CHIEF/ANALYST **GRADE:** S-19

DEFINITION:

Under general supervision, leads and supervises survey crews, performs the more complex work on the field survey team; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Survey Party Chief is distinguished from the Senior Analyst/Coordinator in that the Senior Analyst/Coordinator 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; whereas the Survey Party Chief leads and supervises survey crews, and performs the more complex work on the field survey team.

The Survey Party Chief is distinguished from the Survey Instrument Technician in that the Survey Party Chief leads and supervises survey crews, and performs the more complex work on the field survey team; whereas the Survey Instrument Technician performs technical and skilled survey work as the instrument operator on a field survey team.

ILLUSTRATIVE DUTIES:

Supervises survey crew and performs work for all phases including pre-engineering design surveys, construction stakeouts, and post construction as-built surveys;
Mentors and provides instructions to survey instrument technicians to improve their skills and the efficiency of the team;
Assists Sr. Survey Analysts in performing boundary computations, reviewing design plans and developing easement plats;
Performs the more complex technical survey assignments;
Prepares simple topographical maps and construction stakeouts in AutoCAD LDD;
Downloads survey results for use by Sr. Survey Analysts to prepare topographical maps and other survey drawings;
Directs the survey party during the absence of the party chief and when acting for the Survey Crew Chief;
Responds to inquiries and complaints from citizens;
Responsible for the maintenance of an assigned vehicle and equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough working knowledge of the principles and practices of survey field work;
Working knowledge of mathematics, including trigonometric functions, curve computations, and the coordinate system of computing;
Basic knowledge of applicable County, State and Federal laws, codes, and regulations;
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 the principles and practices used in location and topographic surveying;
Knowledge of the basic principles of civil engineering specifically relating to hydrology and construction processes;

Ability to properly use and correctly adjust/calibrate survey equipment;
Ability to understand and interpret legal descriptions, engineering plans, maps, and field data;
Ability to apply basic surveying principles to the solution of problems;
Ability to train and supervise subordinates;
Ability to maintain effective relationships with fellow employees and the public;
Ability to communicate effectively, orally and in writing;

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; plus
Three years of nonprofessional survey field work, including two years of work equivalent to the
Survey Instrument Technician level.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

REVISED: October 8, 2008
ESTABLISHED: November 16, 1992