

EAST BAY REGIONAL PARK DISTRICT

SENIOR CHIEF OF SURVEY PARTY

GENERAL FUNCTION:

Under general direction, plans, schedules, reviews, and supervises the work of staff engaged in field and office surveying and right-of-way engineering.

ESSENTIAL FUNCTIONS:

Plans and directs the work of survey parties in construction, topographic, triangulation, precise traverse, and real property surveys; performs professional surveying work with particular emphasis in property surveys; selects the methods, procedures and accuracies of fieldwork; maintains effective work procedures and safety practices; ensures the proper maintenance of survey instruments and equipment; maintains survey and office records, maps, and drawings; performs record searches; prepares and signs legal land descriptions; evaluates and trains staff; performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Equivalent to completion of twelfth grade and a minimum of 60 semester or 90 quarter units of college credit with major coursework in the discipline related to prospective duties or completion of a specialized surveying curriculum; and

Experience: Two years of responsible technical field surveying experience at a level equivalent to that of a Chief of Survey Party.

License: A valid State of California Land Surveyor License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of real property description procedures, current survey principles, practices and equipment, legal requirements of land survey and safe work practices. Knowledge and skill in the principles and practices of effective supervision. Skill in operating and maintaining survey instruments. Ability to read and interpret maps, plans, and specifications. Ability to plan, direct, and evaluate work of survey parties. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Construction Manager

SUPERVISES: Chief of Survey Party, Drafting Technician, Survey Technician

Employment Category: AFSCME, Local 2428, Monthly Salary Effective 1/1/04: \$5,491.20 - \$6,011.20
Adopted by Board: May 2, 1989
Revision Approved by General Manager: December 18, 2003
Salary Revised per Joint Equity Committee Effective 1/1/04