



**POSITION DESCRIPTION:  
SURVEY PARTY CHIEF**

**POSITION PURPOSE**

We depend on surveying to ensure order in the physical world around us. Surveyors play an integral role in land development, from the planning and design of land subdivisions through to the final construction of roads, utilities and landscaping. Surveyors are among good company, working closely with their peers in the fields of engineering, architecture, geology and planning. Survey teams are the first people on any construction site, measuring and mapping the land. These primary measurements are then used by engineers to plan structures accurately and safely, ensuring buildings not only fit with the landscape but are able to be constructed. These measurements are also used by Landscape Architects to understand and make the most of the unique landscape when designing. It is essential to QK that a Survey Party Chief provide oversight of these critical services. This person will lead a survey crew performing Boundary Surveys, Topographic Surveys, ALTA Surveys and Construction Staking for private and public clients.

**WHAT YOU'LL DO**

ESSENTIAL TASKS AND RESPONSIBILITIES

- Lead the survey crew and instruct crew on best methods and procedures to utilize in the field
- Participate in pre-survey planning meetings with project managers, resident engineers, and contractor representatives
- Performs complex surveying calculations
- Analyze raw data for mathematical closure and geometric accuracy
- Determine precise locations and measurements of points
- Utilize surveying instruments to collect and store data
- Research existing record information, including maps, plans, deeds, easements, and right-of-way documents
- Prepares finished grade sheets, topographic maps, records of survey, corner records, and other survey reports
- Takes field notes when appropriate
- Maintain vehicles and survey instruments
- Converts limited verbal and written directions into field data used to produce a finished product or document
- Other duties as assigned or as needed in order to successfully complete project deliverables or meet internal goals

**WHO WE NEED**

ESSENTIAL SKILLS AND ABILITIES

- Strong analytical skills that assist in the ability to foresee constructability issues while staking
- Ability to read and interpret project plans and specifications
- Ability to use survey equipment, data collectors and hand-held calculators
- Ability to work well with others (as a team member) and alone
- Ability to lead others
- Ability to communicate well with other staff to accomplish team goals.
- Ability to communicate well with the general public, clients, contractors and local field inspectors
- Visual acuity and manual dexterity
- Ability to perform repetitive wrist and hand motions required



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- Ability to sit or stand for extended periods and walk up to eight (8) miles
- Ability to walk and carry up to forty (40) pounds of equipment for extended periods

**PREFERRED SKILLS AND ABILITIES**

- Drive to be helpful to internal team members and external clients
- Ability to create strong relationships, including one of a mentor/protégé capacity
- Proven ability to successfully work against a deadline and within constrained budgets
- Ability to motivate others
- Strong critical thinking skills that allow for collaborative innovation in problem solving and project planning
- Ability to teach junior staff both agency and company standards
- Ability to drive one's own career path, develop relationships with mentors, and seek opportunities for growth
- Able to remain flexible with the ever-changing workload, working conditions and project/agency requirements

**EDUCATION**

- High school diploma required
- College-level courses in drafting/civil engineering, surveying, GIS, math (including trigonometry, geometry, coordinate geometry, and algebra,) or work in allied professions preferred

**EXPERIENCE**

- One (1) year minimum experience in leading survey crews
- Four (4) to six (6) years' experience in principles of performing basic surveys: leveling, and construction staking
- Extensive knowledge, including operation procedures, of data collectors, conventional total stations and robotic total stations required
- Extensive knowledge of GPS/RTK equipment, post data processing, and equipment maintenance processes
- Knowledge of traffic control and safety procedures
- Knowledge of the operation, checking and basic field operation of electronic total stations, data collectors, levels, tribraches, and tripods preferred



**CAREER PATH:  
SURVEY PARTY CHIEF**

**ORGANIZATIONAL RELATIONSHIPS**

The Survey Party Chief works closely with the survey team and provides oversight and guidance to the Survey Crew Members. The Survey Party Chief should have a strong working relationship with the entire survey team, both locally and companywide. Survey Party Chiefs report to an assigned Team Leader or Group Leader. Survey Party Chiefs are expected work with all survey team members and other staff throughout the entire company in order to promote our “One Company” philosophy.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: