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| <b>Job Class Code: 2485</b>       | <b>FLSA Status: Non-exempt</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 3</b>         |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to oversee and supervise the activities of the engineering survey party. The class is responsible for planning and supervising survey activities, conducting surveys, and researching and documenting related data. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Plans, schedules, and supervises subordinate survey activities.
- Conducts on-site topographic, land, property line, and other surveys and assigns construction grades.
- Researches survey information in order to organize and administer survey functions.
- Computes various data including curve data and coordinates.
- Prepares drawings, profiles, and layouts of areas to be surveyed.
- Documents and records information electronically and plots survey notes to scale in field books.
- Operates and maintains survey instruments such as levels, transits, and right angle mirrors.
- Performs related tasks as necessary such as determining and recommending solutions for survey related problems.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

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| <b>Data Involvement</b>                 | Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.  |
| <b>Interpersonal/People Involvement</b> | Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.  |
| <b>Reasoning Requirements</b>           | Performs coordinating work involving guidelines and rules but solves problems constantly.   |
| <b>Mathematical Requirements</b>        | Uses basic algebra involving variables and formulas; basic geometry involving plane and solid figures; circumferences, areas, and volumes; computes discounts and interest rates; computes ratios, rates, and percents.   |
| <b>Language Requirements</b>            | Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.  |
| <b>Mental Requirements</b>              | Performs professional level work requiring the application of scientific, engineering, legal or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures. |
| <b>Decisions/Supervisory Control</b>    | Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, coworkers, and others in the general public.  |

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in land surveying, engineering, or a closely related field. |
| <b>Experience</b>                          | In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.   |
| <b>Special Certifications and Licenses</b> | Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.  |

City of Chesapeake

Class Title: Survey Party Supervisor II

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*