

# CITY OF CHATTANOOGA

## Classification Specification Title: Survey Party Chief

**Department: Public Works**

**Pay Grade: GS.07**

**Supervision Received From: Engineering Manager**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/4/25;  
10/20/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising a survey crew in collecting data, making measurements, and communicating with the public. Duties include: processing collected survey data for the production of topographic drawing for project design use, deed research using existing plans and deed legal descriptions for the locations of public and private right of ways and properties. Works under limited supervision.

**SERIES LEVEL:** The Survey Party Chief is the second level of a three-level survey series.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises lower level survey staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Supervises survey crews in the collection and preservation of raw survey field data.

Imports and analyzes collected survey data, and generates topographic project drawings for design purposes.

Receives final drawing designs and files for utilization in staking out of proposed construction projects; creates stake out points for the construction of buildings, highways, storm and sanitary sewer systems, boundary lines, easements, utilities, and/or other related projects.

Researches pertinent plats, deeds, legal descriptions, utility drawings, tax records, sewer plats, field books, previous surveys, highway route drawings, ArcView maps, GIS data, and/or other applicable resources to determine the location of public and private right of ways and properties.

Prepares and maintains a variety of records, data files, drawings, coordinate files, photo files, field books, revisions, notes, reports, and other related information related to section operations and activities.

Transports crews, equipment, and materials to and from job sites.

Creates dependent construction points and control data on the Tennessee State Plane Coordinate System.

Maintains vehicles, tools, and equipment utilized in section operations.

Procures and maintains inventory; orders replacement materials and supplies.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED required, some related college coursework, and five (5) years of survey crew experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License

SUPPLEMENTAL INFORMATION

Knowledge of supervisory principles; land surveying principles and practices; algebraic, trigonometry, and geometry principles; records maintenance principles and practices; CAD operations; construction layout and construction principles; data collection methods; and, operating applicable tools and equipment of the trade.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; collecting and analyzing data; maintaining records; performing mathematical calculations involving algebra, trigonometry, and geometry; determining volume, triangulating points, and offset points; using a computer and related software applications; operating survey total station and data collection equipment; determining layout locations for offset stakes in construction; interpreting engineering drawings, plans, plats, easements, and related documents; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move

objects. Incumbents may be subjected to moving mechanical parts, fumes, odors, dust, extreme temperatures, and work space restrictions.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.