



## Example of Survey Party Chief Job Description

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Our company is growing rapidly and is looking to fill the role of survey party chief. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for survey party chief

- Writes field notes, makes field sketches, draws isometric drawings, and collects site photographs, in a clear, thorough, well organized and concise manner in accordance with the company's standard procedures
- Proficiently maintains, operates and checks all surveying equipment to ensure proper working condition is continually maintained
- Responsible for using assigned survey equipment proficiently to collect and document survey data that is consistently accurate, thorough, and complete
- Downloads data, notes, sketches, pictures, after each day's work entering time, expenses, safety documents, and other administrative documents as needed
- Is committed to staying informed and educated on the continual upward trend in surveying technology and methodology
- Makes recommendations to supervisor for peer and subordinate new hires as the need may arise
- Performs assigned survey activities and notifies the Survey Coordinator, or designee, if routing adjustments need to be made for any obstructions that may have been overlooked during the detailed reconnaissance of the route
- Assists with orientation of survey personnel, as they are assigned
- Responsible for following company's policies and procedures
- Other duties not described herein may be assigned by the supervisor as the need arises

### Qualifications for survey party chief

- Advance knowledge of the operation of surveying software such as Trimble Business Center, M3, S7, S8, R8, R10
- Work under time constraints and must be adaptable to changing conditions
- A recognized Bachelor's degree in an engineering or scientific discipline coupled with work experience leading to a basic understanding of the technical knowledge described above, OR, specialized courses in construction management, survey, contract law or mathematics and work experience leading to a basic understanding of the technical knowledge described above
- Eight (8) years minimum surveying experience
- Six (6) years of industrial party chief experience
- Survey CAD literate