



# Example of Survey Party Chief Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is hiring for a survey party chief. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for survey party chief

- Work without immediate supervision and make technical and procedural decisions for projects assigned within specified limits of authority
- Act as a positive ambassador for the company in all situations where there is contact with the public, our clients or potential clients and project contractors
- Participate in the development of the field Standard Operating Procedures and other QMS related policies/procedures related to survey field tasks and deliverables
- Ensure daily completion of thorough and accurate time entry, equipment and expense reporting
- Assist the Project Manager in achieving the project timelines for field service and plan deliverables
- Identifies project slippage, and/or notifies supervisor of changes to the original scope of work that could impact overall budget
- Interpret drawings, legal survey plans, field data, field sketches, base maps, safety procedures to implement successful project completion
- Participate in Emergency Response Planning, Hazard Assessment, Job Safety Analysis development, daily tailgate meetings and ensures compliance for all crew activities
- Direct and train the Survey Assistant in the operation of survey equipment
- Be a team leader for the crew by setting examples and managing instrument personnel

## Qualifications for survey party chief

- 5-7 year of previous Party Chief experience, with extensive PennDOT survey experience
- SIT certification is preferred
- MicroStation knowledge and experience is preferred
- You'll need a GED or a High School Diploma
- License preferred but not required