

# **SJB Group, LLC**

## **JOB DESCRIPTION** **SURVEY PARTY CHIEF**

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EXEMPT: No

REPORTS TO: Project Managers/Department Manager

### **SUMMARY**

Organizes and maintains field survey crew efficiently in completing specific jobs. Accurately calculates and records field data. Reviews job specifications and plans, field work, methods and costs.

### **ESSENTIAL DUTIES / RESPONSIBILITIES:**

- Insures the safety of all crew members, clients, and the public.
- Receives and understands assignments from Project Managers.
- Documents and addresses personnel issues immediately with direct subordinates and notifies supervisors.
- Clarifies project scopes with Project Managers, clients, and crew members.
- Creates legible, accurate, and complete field notes.
- Plans daily fieldwork to insure productivity and quality.
- Sustains leadership to crew members.
- Communicates with Project Managers on a daily basis.
- Downloads electronic data daily when practical.
- Turns in field note copies daily when practical.
- Insures that field books are indexed and cross-referenced at the completion of each project.
- Checks drawings for accuracy.
- Insures that all equipment is properly maintained.
- Assists accounting personnel in tracking expenses.
- Maintains a professional image.
- Maintains client anonymity.
- Maintains working knowledge of GPS equipment.
- May travel out of town.
- Other duties as assigned.
- Must possess a valid driver's license.
- Must be able to pass a drug test.

### **EDUCATION/ EXPERIENCE:**

Extensive field and land survey experience. Minimum five years of survey experience or a combination of survey experience and academic preparation with at least one to two years as a Land Surveying Party Chief.

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, written and verbal correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure.

**REASONING ABILITY:**

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to analyze issues and make rational decisions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to handle, or feel objects, tools, or controls; and talk or hear. The employee is frequently required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. Must have the ability to walk 2-10 miles per day while carrying supplies and equipment. Ability to clear a line with a machete, brush-ax, or chain saw.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It will require to work in extreme heat, cold, humid, and rainy weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.