

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SURVEY PARTY CHIEF**

**DATE: December, 2001**

**PERSONNEL COMMISSION APPROVAL: DECEMBER 18, 2019 (REVISED)**

**COUNCIL APPROVAL: DECEMBER, 2001**

**JOB CODE: 0183**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEA**  
**FLSA STATUS: NON-EXEMPT**  
**EEOC CODE: TECHNICIANS**

**DUTIES JOB SUMMARY**

Under general supervision, oversees, plans, organizes and ~~assumes responsible~~ directs the work of a survey crew employed in topographic, construction, and boundary surveying ~~charge of crews for surveying and engineering field data collection, and reduction; and performs other duties as required within the scope of the classification.~~

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Construction Manager

Supervises: Survey Technician I, Survey Technician II

**DISTINGUISHING CHARACTERISTICS**

The Survey Party Chief performs advanced journey-level survey work as a licensed land surveyor. The Survey Party Chief is distinguished from the lower-level classes, Survey Technician I and II in that the Survey Party Chief requires the licensure by the State of California ~~and five (5) years surveying experience~~ and has management supervisory responsibilities. ~~Reports to Construction Manager.~~

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, schedules and oversees field surveys; operates theodolite, level, and electronic survey and data collection instruments;
- Schedules, directs, assigns and evaluates work, trains employees and recommends disciplinary action according to established City procedures. Acts as a key contact person for assigned work unit;
- Collects ~~and reduces~~ digital data pertaining to lines, corners, elevations, grades, curves or other surveys and enters data collected using AutoCAD drafting systems;

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**CLASS SPECIFICATION**



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- ~~O~~perates a geographic positioning satellite receiver to accurately stakeout assigned projects and to collect accurate data pertaining to the City's infrastructure system;
- ~~and U~~updates the geographical information systems database;
- ~~F~~iles, indexes and researches survey documents, sets survey monuments and accessories to the same (tie points); checks proposed public works projects for any monumentation or controlling survey points that may be in danger of being destroyed by the upcoming project to ensure compliance with State laws;
- ~~A~~ccurately measures distances and sketches what was set and measured;
- ~~P~~erforms staking operations for construction surveyingsets up construction stakes or hubs for construction surveying; drafts survey specifications for public works projects;
- ~~P~~erforms computations and calculations for various projects; including drafts and certifies legal descriptions preparation, Records of Survey, Corner Records and Legal Maps and maintains survey note books;
- Observes standard operating practices and safety procedures; performs periodic safety inspections; identifies and corrects safety hazards;
- Attending professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as assigned

~~Schedules, directs, assigns and evaluates work, trains employees and recommends disciplinary action according to established City procedures. Supports and actively promotes the City's safety programs. Performs periodic safety inspections; identifies and corrects safety hazards.~~

~~Performs related duties as assigned; drafts survey specifications for public works projects; checks proposed public works projects for any monumentation or controlling survey points that may be in danger of being destroyed by the upcoming project to ensure compliance with State laws; maintains inventory, equipment, supplies and cleanliness of assigned City vehicle; observes standard operating practices and safety procedures; identifies and corrects safety hazards.~~

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SURVEY PARTY CHIEF**

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*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- ~~Principles and practices of C~~civil engineering, construction and surveying methods, ~~practices and procedures; surveying methods, practices and procedures;~~
- ~~Laws, statutes, and ordinances applicable to legal aspects of boundary surveying~~
- ~~M~~Mathematics, including trigonometry and geometry, as applied to land surveying
- ~~, and basic d~~Drafting techniques and principles;
- ~~e~~Operation and maintenance of electronic surveying equipment;
- ~~m~~Manual and electronic drafting techniques;
- ~~f~~Functions and capabilities of software programs used in ~~data reduction, drafting,~~ surveying and engineering such as AutoCAD and Geographical Information systems or GIGO packages, basic preventive maintenance on assigned equipment;
- ~~s~~Safety methods and techniques applicable to survey work;
- Principles and practices of supervision, staff development, training, performance evaluation, and discipline assessments~~supervisory practices and procedures.~~

**Ability to:**

- ~~Read and interpret construction and engineering plans;~~
- ~~A~~accurately perform field measurements, sketch and record field notes and computations
- ~~;~~ ~~maintain and follow department processes and regulations;~~ ~~p~~Perform engineering-related mathematical computations;
- Properly operate electronic/digital survey equipment, including transits, theodolite, levels, electronic distance measuring instruments, and global positioning instruments;
- ~~r~~Research, index, maintain and update records and files;
- ~~e~~Operate standard office equipment including calculators, drafting equipment, personal computers and software applications for drafting;
- ~~u~~Utilize computer databases to maintain and update records and files;
- ~~w~~Work safely in close proximity to vehicular traffic and construction sites;
- Develop, coordinate an implement projects and activities for assigned crew(s)
- Plan, organize, train, direct, and evaluate the work of staff
- ~~e~~Communicate effectively in oral and written form; ~~maintain accurate records and files;~~
- ~~e~~Establish and maintain effective working relationships with those contacted during the course of work.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



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**DATE: December, 2001**

**Education:** ~~The equivalent of an~~ The equivalent of an Associate's Degree from an accredited ~~community college,~~ or university, with a major coursework in land surveying, civil engineering or other related field.

**Experience:** ~~A minimum of f~~Five (5) years of field surveying experience.

**Certifications/License:**

- California Professional Land Surveyor's License.
- ~~Possession of a valid California motor vehicle operator's license.~~ A valid California driver license and an acceptable driving record required at time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS** ~~—Work involves long hours outside with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the clearing, surveying, and staking of construction sites. There is frequent need to stand, stoop, walk, sit, work in close proximity to vehicular traffic, lift equipment or materials (up to 40 pounds), and perform similar other actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing up to 40 pounds. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, maps, specifications and other information.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SURVEY PARTY CHIEF**

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Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform field work requiring walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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