Memo

TO: ALL CITY OF MONROE DEPARTMENTS

FROM: Kim Golden, P. E., City Engineer

DATE: December 21, 2018

SUBJECT: JOB OPENING – Survey Party Chief

A position is being opened in the Engineering Department for a Survey Party Chief. If this job post is not filled by a current qualified City of Monroe employee within ten (10) working days of this notification, the position will be opened to the public on 01/18/2019.

Notice to Internal Applicants: All City work records and attendance records will be researched. A current Application for Employment must be completed and submitted to Human Resources.

JOB TITLE: Survey Party Chief

Job Class No. 4114

JOB SUMMARY: (Definition/Distinguishing Characteristics of Job)

Under direct supervision of the City Surveyor and/or Civil Division Head is responsible for performing skilled surveying field work and keeping notes for boundary and topographic surveys. Supervises field survey crew to maintain a standard of accuracy in collection of all field data as directed. Also assists in the collection of field data for surveys and mapping with GPS equipment and in the inspection of storm water and drainage related construction and improvements. Expected to be proficient in field surveying and mapping skills and to gain proficiency in the use of GPS equipment.

FLSA DESIGNATION: Full time – Non-exempt.

ESSENTIAL JOB DUTIES, FUNCTIONS & RESPONSIBILITIES:

Supervise and direct field personnel to set and mark stakes, hubs, turning points, benchmarks and survey monuments; use level to sight rods in determining relative elevations; run electronic total station/theodolite and engineering level; use chain, tape, plumb bob when necessary; gather and interpret field notes, perform grade calculations; give instructions to and train field personnel; locate and dig for survey monuments, tie-in landmarks and reference points and take sounding with rods or lead lines. Must keep clear notes and make computations and sketches with high accuracy and precision. Assign crew to clear brush, mud from culverts and other obstructions encountered in setting ditch, pipe and other grades. Experience with use of locator to find property corners. See that routine maintenance for survey tools is completed. Supervise survey crew’s conduct in field to insure a safe working environment. Make sure field personnel properly handle all field equipment and vehicle. Recommend maintenance on survey party vehicle or other equipment to supervisor. Works mostly outside in various weather conditions and exposure. Prepare data and make entry into computers. Assist the Civil Division with the inspection and monitoring of storm water and drainage improvements as requested. Assist the
City Surveyor and Civil Division Head in the development of methods and procedures for conducting field surveys.

Be proficient in the processing of data from the Total Station for compatibility with the AutoCAD Civil 3D.

Must have and maintain a sincere desire to provide a safe, courteous and effective service to the public we serve. Must prepare weekly written reports of activities and work well with all other departments and divisions of the City of Monroe.

This position shall perform such other duties as may be assigned from time to time by the City Engineer and/or City Surveyor.

**ESSENTIAL JOB QUALIFICATIONS AND REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:** High school diploma or GED and minimum of 3 to 5 years field experience with land surveying. Some college or technical college education a benefit. Must be proficient in operating electronic total station/theodolite and engineering level and in gathering and interpreting field notes and performing grade calculations. Must be proficient in use of computer and conventional software such as Outlook, Word and Excel. Experience with AutoCAD and/and working knowledge and experience with GIS, GPS and mapping considered valuable additional skill but NOT sufficient for this position.

**KNOWLEDGE, SKILLS, ABILITIES, EXPERTISE, COMPETENCIES:** Maturity, good reasoning skill, proficiency in mathematics with some knowledge of plane geometry is required. Must be a trustworthy self-starter and continuous learner, with demonstrated ability to problem solve. Demonstrated proficiency in the operating of field instruments and the electronic total station. Demonstrated ability to take clear and concise field notes, and to understand and follow simple oral and written instructions. Good space perception and ability to think abstractly. Professional work habits and attire. Pleasant personality and ability to communicate with the public. Ability to perform multiple tasks. Punctual and dependable with good attendance and work habits. Good penmanship desirable

**TRAINING:** Demonstrated competency with operation of an electronic total station and other land survey instruments, including without limitation the competency to satisfactorily set up the instruments with proper orientation and geo-referencing. Ability to read and understand land records including deeds, plats and easements. Superior customer service skills and capacity to work well with the public. Willing to work cooperatively with all parts of the Engineering Department to improve processes and systems to better serve the public. Demonstrated competency in similar field experience may be evaluated by the City Engineer and Civil Division Head and considered to satisfy this requirement.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:** Works mostly outside in various weather conditions, and exposed to noise, dust, dirt, unpleasant odors, gases and requires standing, bending, crawling and moderately heavy lifting. Some physical labor required including the cutting of brush, limbs and trees, and the digging of ditches and culverts to obtain or establish grades. May require working in or near traffic.

**LICENSES AND CERTIFICATIONS:** A valid State of Louisiana Driver’s License and have a clean, insurable driving record which is accident free for most recent 3 years.