

# Survey Crew Chief

Dept/Div: Highway

FLSA Status: Non-Exempt

## General Definition of Work

Performs difficult skilled technical work maintaining public survey data, inspecting projects and bridges, maintaining equipment, and related work as apparent or assigned. Work is performed under the limited supervision of the County Surveyor. Occasional oversight is exercised over seasonal employees.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Provide direction on equipment, materials and safety requirements; prepare preliminary survey data; determine existing government points, property corners and benchmarks through research and meetings; performs survey measurements of ditches and draft government corner certificates for filing
- Communicate project survey data to inspectors; participate in field revisions
- Create reports and produce field data documentation as required
- Create computer aided drafting and design; create and maintain computer survey code system; establish computer job files; download field data and enter government landline data into CADD computers
- Create and edit computer generated survey maps; provide data to project designers and participate in final plan preparation
- Assist in annual bridge inventory inspections
- Perform minor maintenance on assigned vehicle and equipment

## Knowledge, Skills and Abilities

Thorough knowledge of surveying and drafting principles and procedures, general knowledge of computer aided design, MNDOT specifications, special provisions, OSHA safety standards, environmental statements, road and bridge construction methods, inspection methods, survey and testing equipment and drafting tools and recordkeeping methods. Ability to operate survey testing equipment and drafting tools; ability to work with public; ability to conduct preliminary surveys of road construction sites

## Education and Experience

Associates/Technical degree with coursework in Civil Engineering or Land Surveyor Technician, or related field and extensive experience in construction design, inspections, surveying or CADD development, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions, frequently requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, working with explosives and Difficult terrain; work is generally in a moderately noisy location (e.g. business office, light traffic).