

City of Dallas
Classification Specification

Title:	Survey Crew Chief	Class Code:	02221
Application:	Career Series	Pay Grade:	F
Supplemental/Code:	Technical/3	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	10/01/14

Position Purpose:

Directs a survey crew in the field to conduct surveys for projects such as street paving, water lines, drainage, construction layouts, rights-of-way, easements, and property line establishment.

Essential Functions:

1. Leads a one to four-person survey crew including assigning work and training to facilitate optimum productivity.
2. Performs mathematical calculations to determine distances, angles, elevations, grades, arcs, and curves, and makes sketches and drawings, writes field notes, and provides other documentation to support surveys.
3. Operates various kinds of survey equipment to collect data and trains crew members in proper use of the equipment.
4. Communicates with utility company personnel, contractors, engineers, and citizens to explain the work activities, verify utility locations and completed construction, and resolve problems.
5. Makes decisions in the field regarding proper surveying procedures and resolves surveying problems that do not exceed limits or variances.
6. Researches vault and deed records for survey information; compares new survey data to existing records to identify any discrepancies.
7. Accounts for documents checked in and out of records vault, assists City employees and citizens in locating records, and maintains the records in the vault.
8. Reviews and prepares legal descriptions of properties.
9. Performs other duties as assigned.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of surveying practices and procedures.

Knowledge of algebra, trigonometry, and geometry.

Ability to operate a variety of surveying instruments and CAD systems.

Ability to accurately measure distances.

Ability to read and understand survey notes, plats, construction plans, engineering blueprints, and legal descriptions.

Ability to communicate with engineers, contractors, and the general public.

Ability to lead a field survey crew.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Working Conditions and Hazards:

Exposed to all weather conditions.

Exposed to poison oak and ivy, snakes, insects, thorns, etc., when working in undeveloped areas.

Subject to extensive walking and standing.

Work conducted on all types of terrain.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.