



Job Title	Survey Party Chief
Department	Department of Public Works – Engineering Division
Employment Status	Full-time
FLSA Status	Non-exempt
Classification	GF06

Scope of Work

Under the direction of the Town Engineer, the Survey Party Chief will survey and coordinate all engineering projects which includes inspecting site progress and verifying construction work for payment and project close out.

Supervision

Received	Town Engineer
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Reviews land and topographic survey and engineering projects as assigned by the Town Engineer to determine personnel, equipment and materials required.
- Perform diversified engineering duties to include surveying, research, design of sewer and water lines, roads, parking lots, traffic lights, grade crossings.
- Inspects construction work performed by Town personnel and outside contractors to ensure compliance with applicable Town, state, and federal standards and regulations.
- Participates in engineering compliance activities related to local, state, and federal legislation, regulations, and bylaws, such as ADA, wetlands, etc.
- Prepares and submits project records, reports, plans and other documents as required for Town files
- Collaborates with other Town Departments in monitoring and surveying of Town-owned lands to include the disposal area, athletic fields, parklands.
- Assist in the preparation of water consumption reports, sewer utilization data, and other statistical information required by the Town, state, and federal agencies.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Three (3) to five (5) years of related experience in surveying techniques and basic engineering skills.
- Thorough knowledge of land surveying and basic civil engineering equivalent to completion of two years of college.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer