



Delivering excellence through experience

1672 Donlon Street
Ventura, CA 93003
Local 805 654-6977
Fax 805 654-6979
www.jdscivil.com

JOB DESCRIPTION

SURVEY PARTY CHIEF

Overall Responsibilities:

Under general supervision of the Field Survey Manager, this individual will perform various duties to assist the Land Survey Department. This is a non-union position. Primary duties are as follows:

- Lead and supervise a 2 or 3-person field crew in performing boundary, topography, A.L.T.A., right-of-way, and construction surveys. Must be proficient in field calculations, record and note keeping, and electronic data collection.
- Read and interpret civil, architectural and structural plans. Must be able to carry themselves well on a construction site with contractors.
- Survey of surfaces to determine precise location and measurements of points, elevations, lines, areas and contours – for construction, land division, titles, topographic and other purposes.
- Determines methods and procedures for establishing or re-establishing survey control.
- Keeps accurate notes, records, cut sheets and sketches to describe survey work performed.
- Coordinates findings with staff and clients & input field data into the office software and folders.
- Be responsible for and oversee the maintenance of the truck and necessary adjustments to field survey equipment.
- Training survey crew member(s) in survey techniques, methods, & procedures.
- Assumes responsibility for work.
- Follow all JDS Field Survey standards

Reporting Relationship:

The Party Chief will report to the Field Survey Manager and the Survey Department Manager.

Expectations:

Individual will most often work as part of a team, paired with a Chainperson(s), but occasionally will be required to perform work on their own. Individual will communicate with foreman, superintendent, and/or client to coordinate job site requirements and relay information regularly. The party chief will brief the Field Survey Manager at the end of the day's work. The individual will plan ahead, working with the Project Manager, to anticipate and coordinate job needs. We are looking for a self-motivated problem solver who works well under pressure. Personnel will be required to work overtime on occasion when the project warrants this and will perform work in varying conditions including rugged terrain, dense brush, steep slopes, poison oak and foul weather.

We are seeking career-minded professionals to help push our company to the next level. We're a team rooted in practical solutions with a progressive mindset for using technology to yield greater efficiency,

deliverable products, and services. Advancement in the company is available for those who collaborate well with the team, are self-motivated, and accelerate the company forward. We expect new employees to be detail-oriented and accurate in completing projects within a scope appropriate timeframe. Must have a valid driver's license and clean driving record.

Experience:

Must have at least 3+ years of party chief experience. Must have knowledge of Trimble Business Center and Trimble Access.

Additional Education Preferred:

Associate's or Bachelor's Degree in a Land Surveying or Engineering field preferred.
L.S.I.T. or direction towards completion preferred but not required.