

Job posted on 2013-07-12 by joanna.distefano; posting expires on 2013-08-15

Employer: Allegheny Surveys, Inc.

Position: Party Chief

Job Description: Full Time, Permanent, 40 hours per week

MAJOR FUNCTION

This is supervisory and advanced technical position which consists of directing a field survey party.

The position requires the making of value judgments and assessments in accordance with sound land surveying principles.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Directs a field crew engaged in survey measurement in the field. Will supervise daily field operations and provide instructions to subordinates in the proper field procedures.
- Will follow detailed written and oral instructions given by the survey manager. Will resolve problems encountered in the field.
- Instructs subordinate personnel in surveying procedures appropriate to a particular assignment.
- Responsible for all information taken in the field and the reduction and management of this data. Will take field notes and compile daily progress reports.
- Reads plats of survey, technical documents, legal descriptions, construction plans, right of way maps and field books and interprets data in light of field requirements.
- Checks all work to ensure completeness and accuracy. Analyzes and compares field data with record data.
- Conducts field work for topographic, hydrographic surveys, as built surveys, boundary, construction stakeout surveys and other type surveys as needed.
- Provides training to subordinate personnel.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

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SECONDARY FUNCTIONS

- Oversees proper care, use and storage of survey equipment.
- Oversees survey supplies and inventory for the crew.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public, clients, contractors and etc. Personal contact occurs with other employees of the unit, employees of other departments, clients, contractors and etc. Service is provided in person, by phone or email contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), under the supervision of the Survey Manager. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; assisting in evaluating job performance.

Qualifications: EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

EDUCATION AND EXPERIENCE

Three (3) years experience in land surveying work, one of which shall be in a lead worker or supervisory capacity; or an equivalent combination of training and/or experience.

LICENSES

Shall maintain a valid Drivers License. Professional Surveyor License preferred, but not required.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

LANGUAGE SKILLS

-Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure

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manuals.

- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of clients or employees of organization.

MATHEMATICAL SKILLS

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

PROBLEM SOLVING ABILITIES

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

SPECIALIZED SKILLS AND ABILITIES

- Considerable knowledge of land surveying technology. Knowledge of Minimum Technical Standards of Surveying.
- Skill in the effective use and operation of survey instruments and equipment.
- Ability to prepare technical reports.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the objectives of the team.

MACHINES AND EQUIPMENT.

This employee will be required to operate a computer with survey software, calculator, handheld data collector, standard survey equipment, G.P.S. (Global Positioning Survey) equipment, Company vehicle, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

Off-Campus Employment

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PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee is frequently required to stand, walk, use hands to finger, handle, or feel, talk or hear, and lift, push or pull up to twenty-five pounds. The employee is occasionally required to sit and lift up to fifty pounds. The noise level for this job is moderate. Special vision requirements are close, distance, and color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will frequently be exposed to outdoor weather conditions, extreme cold, and extreme heat; regularly be exposed to work in high, precarious places; and occasionally be exposed to work near moving mechanical parts and fumes or airborne particles.

Perferred Major(s): Associates Degree - Forest Technology; Associates Degree - Land Surveying; Natural Resource Management - Applied Science; Natural Resource Management - Business/Management; Natural Resource Management - Criminal Justice; Natural Resource Management - Environmental Science; Natural Resource Management - Forest Technology; Natural Resource Management - Land Surveying Technology; Natural Resource Management - Landman Technology;

Application Instructions: Email resumes to Melody Matheny, Office Manager at Allegheny surveys (mmatheny@alleghenysurveys.com), or apply online at www.alleghenysurveys.com .

Link: www.AlleghenySurveys.com