

Survey Party Chief

Duties, Responsibilities & Other

- This position is Survey Party Chief which requires a minimum of 4 – 8 years of land surveying field experience using numerous types of survey instruments (GPS, Robotic total stations, data collectors, digital levels, etc.).
- Prior experience working with Trimble TSC3 and/or TSC7 data collectors and software a plus.
- Prior experience working on DOT survey and SUE projects a plus.
- Prior experience with construction layout a plus.
- Select and implement proper maintenance of traffic signage and follow safety precautions.
- Candidate may be required to operate a survey truck in a responsible manner and keep truck and related equipment clean and in proper working condition.
- Supervise and operate all survey field equipment, give instrument operator guidance as needed to complete work tasks.
- Ability to download and transmit data to and from the office.
- Keep legible accurate and complete field notes & sketches.
- Supervise the assigned two- or three-person survey crew.
- Participate in monthly safety meetings, help identify potential safety hazards and create a corrective action plan when safety hazards are recognized before they become an issue.
- Hold a valid current driver's license.
- Ability to follow instructions, and train and mentor crews with a positive can-do attitude are necessities.
- Must possess leadership and mentoring skills.
- Must be able to lift 50 pounds, walk for extended periods, work in all weather conditions.
- Willing to work long days, out of town, evenings/weekends when required.
- Willing to travel for overnight and extended stay projects as required.
- Perform other duties as assigned by survey manager.

Qualifications

- High School Diploma or GED is required.
- Minimum of 4 - 8 years of experience.
- Pre-employment drug screening is a condition of employment. Background and motor vehicle checks may be required based upon position.

Performance Expectations

- Participate in cross - training as requested to build a stronger team
- Communicate your work flow needs to your team and to your supervisor
- Comply with all KCI policies and procedures
- Accurately records and reports daily forms per project requirements
- Communicates effectively with client, contractor, staff, and supervisor
- Performs other duties as assigned
- Proactively resolves problems at the lowest level
- Adheres to project scope, schedule, and budget
- Reviews all work for completeness and accuracy prior to submitting
- Submits accurate time sheets, mileage and expense reports on time each week
- Reviews jobsite safety daily and takes immediate action to document and resolve issues
- Understands OSHA Safety Standards and KCI corporate policies and follows them at all times
- Accurately record and report your work each day on the forms provided
- Inspect and correct your own work before turning it in
- Perform all task assignments using required industry standards
- Review all work assigned to you before beginning your work
- Understand all applicable industry standards for your assigned tasks
- Work with your team to maximize your production and accuracy to help us achieve our goal
- Has the specific knowledge to perform all duties
- Maintains all required certifications and participates in training courses as required
- Understands all applicable industry standards for project and performs all tasks per standards and client requirements