

POSITION DESCRIPTION

Rev. 10/19/88

Party Chief - 9

I. SUMMARY

This position serves to direct the activity of the survey party in the Engineering Project Department. It provides accurate and efficient surveying and staking services as required.

II. REPORTING RELATIONSHIPS

- A. Reports to: Project Engineer
- B. Directs: Instrumentman
Chainman/Rodman

III. REPRESENTATIVE DUTIES

1. Acquires the preliminary information needed to conduct accurate surveys by the use of notes, maps and other records.
2. Uses and directs the use of survey instruments and equipment.
3. Keeps accurate notes, records and sketches of work performed and data collected.
4. Directs the surveying and staking of overhead and underground line extensions, conversions, substations and other facilities in accordance with approved plans.
5. Re-establishes lot lines, locates property corners for the purpose of facility alignment.
6. Conducts profile, topographic and route surveys, as well as as-built surveys.
7. Conducts field reconnaissance as assigned.
8. Directs operation and care of survey instruments and equipment or performs these tasks.
9. Maintains safe working practices.
10. Performs other tasks as assigned.

IV. RELATIONSHIPS

A. Internal:

- 1. Project Engineer: Consults with on scheduling and performance of surveying projects, receives direction and advises of work progress and problems.
- 2. Other Project Department Personnel: Consults and coordinates with and exchanges information in planning and performing survey duties.
- 3. Manager of Land Services: Advises of situations which may require action by Right-of-Way agent.

B. External:

- 1. Member-Owners/General Public: Provides needed assistance.

Date: Nov. 8, 1988

APPROVED: Ava L. Propp [Signature]
 Department Manager Division Director

Reviewed: Mary Isch
 Manager, Employee Relations

Classification Committee:
Ava L. Propp
Devaie Gilbert

Date: Nov. 19, 1988
[Signature]
Debbie K. Hillaspie

JOB QUALIFICATIONS

Party Chief - 9

EDUCATION AND EXPERIENCE: High School Diploma or equivalent plus successful completion of two years of college level courses in surveying technology and two years of experience as a party chief; or

Associate of Science degree in Civil Engineering and two years experience as a party chief; or

Five years of experience with all levels of topographical or route survey work in progressively more responsible position, preferably in the electric utility field.

JOB KNOWLEDGE: All aspects governing survey operations. Must be thoroughly familiar with all levels of survey computations and computer based survey software. Basic familiarity with right-of-way law is desirable. Should be familiar with basic engineering procedures.

ABILITIES AND SKILLS: Must be able to use and maintain the following equipment: Total survey station, Theodolite/electronic distance meter, level, chain saw, brush ax, chains and level rods. Thorough familiarity with programmable scientific calculator is a must.

WORKING CONDITIONS: Most of the work will be performed in the field. Some overtime required during construction season.

Date: Nov. 8, 1988

APPROVED: Ava L. Propp, Department Manager; [Signature], Division Director

Reviewed: Mary Isch, Manager, Employee Relations

Classification Committee: Ava L. Propp; Debbie Gilbert

Date: Oct. 19, 1988; [Signature]; Debbie K. Stilleaspie