



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 576.6

Job Title: **PARTY CHIEF**

Pay Grade: 19

GENERAL SUMMARY:

Supervises and directs technical topographic, boundary and construction surveys on City properties and construction projects.

RESPONSIBILITIES:

- Supervises a survey crew engaged in the performance of topographic, boundary and/or construction field surveys.
- Establishes work assignments, assists other members of survey crew in completing survey assignments, trains new employees and ensures crew safety.
- Compiles field notes, sketches and records data obtained according to accepted engineering/surveying standards.
- Lays out construction projects involving streets, water and sewer lines, paving sewer treatment plants; marks reference points; reports progress to contractors.
- Conducts topographic and boundary surveys; makes calculations; sets grades and lays out reference points.
- Estimates and obtains materials and equipment needed for survey assignments.
- Transports crew to and from survey sites.
- Maintains payroll, attendance and vacation records.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level.

EXPERIENCE:

Four years of experience in surveying are required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions such as hirings, terminations and pay changes of nonsupervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Rodperson
Senior Rodperson
Instrument Person
Party Chief
Chief Surveyor

Effective: October 1990

Revised: August 1991