

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

CLASSIFICATION DESCRIPTION

Classification Title:	<u>CHIEF OF PARTY</u>		
Bargaining Unit:	<u>03-Supervisors Association</u>		
Class Code: <u>122</u>	Grade: <u>54</u>	EEOC Category: <u>2</u>	Overtime Exempt: <u>N</u>
Typical Career Progression:	<u>Chief of Party / Survey Technician II / Survey Technician</u>		
	<u>/ /</u>		
	<u>/ /</u>		
Group:	<u>Corporate Resources / /</u>		
	<u>/ /</u>		
Reports to:	<u>Senior Engineering Tech. /</u>		
	<u>/</u>		
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JOB SUMMARY

Supervise all surveying activities to ensure that accurate data is collected, recorded, and furnished to users and that survey information is accurate, timely, cost-efficient, and in compliance with Metropolitan standards, policies, and procedures.

ESSENTIAL FUNCTIONS – *Essential and other important responsibilities and duties may include, but are not limited to the following:*

1. Plan, organize, and direct the work of survey crews engaged in surveying land surfaces to determine precise location and measurements of points, elevations, lines, areas, and contours for construction, mapmaking, land division, and other purposes.
2. Research previous survey evidence, maps, and deeds; develop procedures for establishing or re-establishing survey control in order to compile accurate maps and drawings to be used by both Metropolitan and the private sector.
3. Perform complex surveying calculations including adjusting traverses, locating boundaries, and laying out structures to ensure accurate design and construction. Collect and calculate field data in order to compile accurate maps and drawings.
4. Review final survey data to ensure that it meets engineering design specifications and legal requirements. Monitor accurate notes, records, and sketches to describe and certify work performed; coordinate findings with survey personnel, clients, and others involved in survey projects.

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5. Inspect dams and other structures for changes in vertical or horizontal position; identify any visual defects or deformities which could affect the operational function of a particular dam or structure.
6. Train subordinates in safety procedures relating to survey activities to ensure a safe working environment.
7. Perform other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

- A combination of education and progressively responsible experience in surveying totaling 4 years, 1 year of which must have been in a lead capacity.

LICENSES/CERTIFICATION REQUIRED

- Valid driver's license from state of residency equivalent to California Class C.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of (B/basic; J/journey; E/expert):

- Supervisory concepts and techniques (B)
- Construction and inspection concepts and techniques (J)
- Land surveying concepts and techniques (E)
- Construction plans, drawings, specifications, and maps (E)
- Relevant industry standards related to surveying and safety (J)
- National geodetic survey guidelines (J)
- Mathematical calculations and analysis as they pertain to surveying (E)

Skill and ability to:

- Supervise a diverse workforce
- Use and supervise use of specialized survey instruments
- Prepare accurate field notes, sketches, and records of survey data
- Read and interpret diagrams and construction blueprints
- Climb, crawl, squat, kneel, reach, and/or twist body in cramped quarters
- Lift, push, pull and/or carry objects up to 50 pounds in weight
- Travel to various and remote sites within Metropolitan's service area

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PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Reliability of survey data
- Completion of assignments within budget
- Internal and cross-functional teamwork
- Safety of survey crews
- Accuracy of boundaries, elevations, and locations in the preparation of maps
- Employee development to meet near- and mid-term needs
- Selection and retention of workforce to meet the agency's diversity objectives

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope

- Small work group of up to 10 employees

Project management examples:

- Monitor dams and various structures with specialized surveying equipment to determine any possible horizontal or vertical movement for Deformation Survey Programs.