

**POSITION TITLE:**

Survey Crew Chief

**DEPARTMENT:**

Survey

**INCUMBENT:****REPORTS TO:**Director of Surveying  
Services**DATE:**

October 2021

**GENERAL FUNCTION:**

Under the direction of the Director of Surveying Services, performs surveying duties for boundary surveys, property topographic surveys, as-built surveys, and construction staking.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Perform surveying duties under the direction of a Licensed Professional Surveyor, for boundary surveys, property topographic surveys, as-built surveys, and construction staking.
- Use Trimble survey equipment to determine property lines and boundaries.
- As needed, assist project managers by performing deed research to gather information about a property.
- Communicate clearly and transparently, specifically with our project managers, with regards to project timelines, project budgets, and specific project design items.
- Complete survey related field tasks.
- Maintain and build strong relationships with existing and new clients to help generate contract and proposal opportunities
- Provide technical leadership for Thoroughbred's existing team members.
- Act as a technical resource with both internal and external customers.
- Other duties as dictated by survey scopes of services for existing and new clients.
- Work in tandem with project managers in setting project schedules and meeting project expectations for delivery and deliverables.

**QUALIFICATIONS / SKILLS AND ABILITIES:**

- High School diploma or equivalent; 4 years of experience required of surveying using level/conventional/surveying equipment while collecting field survey data.
- Repetitive lifting will be required at times.
- Boundary surveys knowledge and experience.
- Proficient working knowledge of Civil 3D and Trimble Geomatics.
- Candidates should have office and field survey experience with ability to understand construction plans and maps.
- Able to work outdoors, in various weather conditions and terrain conditions.
- Excellent customer service skills.
- 3D Scanning preferred (not required).
- Organization, time management, attention to detail and analytical skills required.
- Valid Driver's License and clean driving record required.
- Able to work extended hours and weekends as needed.
- Successful candidates should have 10+ years of land surveying experience with preference given to those with PLS and LSIT certifications.
- Ability to work independently and as part of a team.



**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee is regularly required to use hands and fingers, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to sit, stand, walk, stoop, kneel or crouch. Employee must be willing to work in varying weather conditions and temperatures. The employee must regularly lift and/or move up to 10 pounds, and occasionally move up to 50 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

**WORK ENVIRONMENT:**

Characteristics of the work environment are representative of those that may be encountered by an employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

We understand and mutually accept that the above description and supplement represent our agreements as to the job to be performed.

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*Employee**Date*

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*Supervisor**Date*