

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
SOILS PARTY CHIEF

DEFINITION

Serves as a lead worker and directs the activities of a soils testing field party; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists the supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance and reassignments.

Determines what equipment and supplies will be required for the week's activities and ensures that these are checked out from storeroom.

Contacts property owners to obtain permission to enter their property in the performance of work activities.

Contacts utility companies to solicit information regarding the location of underground pipes and cables.

Records descriptions of drilling sites, soil samples taken, types and condition of soil covered, depths from which samples were taken, and other relevant information in field book.

Illustrates the locations of borings by plotting these on field plan.

Operates or oversees the operation drilling equipment and/or vehicles to obtain requested soil samples so that minimum time is expanded and OSHA safety regulations are observed.

Trains personnel in soil sampling techniques, safety procedures, equipment care and maintenance, etc.

Surveys alignment and surface elevation using road sheets provided by the central office, transit, marking stakes, and tapes, to determine the exact location and elevation of borings.

Takes water levels after samples are taken and ensures that holes are filled so that they do not present a hazard to humans, livestock, or machinery.

Determines type of cutter head to use with core barrel according to the relative hardness of the rock to be penetrated.

Oversees maintenance of and minor repair assigned equipment such as drill and motor vehicles; makes arrangements with maintenance garage mechanic for major repairs.

Checks time sheets and expense vouchers of subordinates for accuracy, compliance with agency policies, etc.

Arranges for meals and lodgings for the soil crew while in the field.

Reports any damage done in the course of soils testing work to property owner and arranges for damage settlements according to established policies; prepares vouchers for payment.

Drives split tubes with 140 lb. hammer with consistent 30 inch drop and count number of strokes to determine the strength of soil and or rock layers.

Conducts unconfined pressure tests or soil samples to determine the shear strength of the soil by measuring a sample 3 inches in diameter, placing it in machine, reading pressure gauge, and consulting charts to find the kips/ff 2 (kip equals 1,000 lbs. deadweight).

COMPETENCIES REQUIRED

Knowledge of soil sampling methods.

Knowledge of the operation and maintenance of surveying and soil sampling equipment such as transits, levels, drills, etc.

Knowledge of engineering survey techniques such as determining location and elevation using transit, marking stakes, and tapes.

Knowledge of agency policies and procedures governing recording of expenditures, personnel actions, public complaints, payment of damages, etc.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to occasionally (1-33% of the time) lift/lower, carry and push/pull various amounts of force within the "heavy work" as defined by the US Department of Labor; team lift or mechanical assist recommended for weights over 75 pounds. Related work examples: 60 pound 6 inch diameter hollow stem auger (71 pounds with 11 pound cutter head), and 25 pound soil sample bags, etc.

Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations.

Ability to climb, kneel, crouch, crawl, stoop and twist and perform duties using appropriate tools and equipment within safety standards.

Ability to walk over uneven ground.

Ability to drive vehicles in a safe and conscientious manner. Ability to drive equipment with a manual transmission and clutch.

Ability to interact with landowners in order to obtain their cooperation in carrying out survey activities.

Ability to accurately and legibly record all data gathered in sampling activities.

Ability to oversee the work of others.

Ability to operate surveying and soil sampling equipment.

Ability to read and write English.

Ability to understand and follow verbal and written directions/instructions given in English.

Ability to accurately perform mathematic calculations.

Ability to operate computers and/or other electronic devices and use programs/applications to conduct Department of Transportation business.

Ability to record project notes accurately.

Ability to read and understand highway design plans.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Three years of field experience with a soils sampling crew;

OR

graduation from an accredited four-year college or university with major coursework in geology or soils science;

OR

any equivalent combination of the above specified education and experience, with thirty semester hours of the specified education equivalent to eight months of the specified experience;

OR

the equivalent of nine months of full-time current continuous experience as an Assistant Soils Party Chief in the state classified service will be considered as qualifying.

NECESSARY SPECIAL REQUIREMENTS

Positions in this class require possession of a valid Commercial Learner's Permit upon hire. Within a timeframe determined by the appointing authority, a valid Class A Commercial Driver's License with the required endorsements and applicable restrictions must be obtained and subsequently maintained in order to continue employment.

In conjunction with Title 49 of the Code of Federal Regulations (parts 40 and 382), this job requires a pre-employment drug screen and will require ongoing participation in the employer's random drug and alcohol testing program and will be subject to the regulations regarding the Federal drug and alcohol testing program.

Prior to starting employment, all persons are required to have a post offer pre-employment physical verifying the physical ability to perform the duties described.

NOTES

Employees must be able to travel and may be required to stay away from home overnight during assignments.

Effective Date: 11/17 SA