

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Assistant Soils Party Chief

Definition

Performs technical work in assisting with the direction of a soils testing party in the field; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists the party chief in planning work schedules, in logging, boring, and sampling results, and in general records maintenance.

Operates power drilling and sampling equipment in procuring various samples.

Makes field identification of soil samples and rock strata.

Locates boring position utilizing engineering survey equipment; assists in the maintenance of drilling, sampling, and engineering survey equipment.

Assists in the training and direction of new personnel.

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

Competencies Required

Knowledge:

- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Engineering and Technology – The practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Chemistry – The chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Abilities:

- Control Precision – Quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Multilimb Coordination – Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

- Written Comprehension – Read and understand information and ideas presented in writing.
- Near Vision – See details at close range (within a few feet of the observer).
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.

Skills:

- Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Mathematics – Using mathematics to solve problems.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Two years of full-time work experience as part of a soils sampling crew.
- 2) A total of two years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in geology or soils science equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes one year of full-time work as a Geological Technician or Construction Technician Assistant.

Notes

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 Commercial Driver's License with the required endorsements and applicable restrictions must be obtained and subsequently maintained 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.

Travel, including overnight travel, may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective date: 06/19 SA