

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**ASSISTANT SURVEY PARTY CHIEF**

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**DEFINITION**

Performs technical engineering survey work and assists the Survey Party Chief in the direction of a preliminary or cornerstone survey 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**

Operates survey instruments such as, levels, total stations, GPS, and data collectors.

Records data gathered by survey party (field survey notes) such as topography (transit notes), cross section (elevation notes), benchmark (level notes), etc.

Inspects courthouse records to determine the ownership of lands intersected by the survey.

Contacts landowners to gather needed information such as high water levels and location of tile lines and section corners, and to obtain permission for the survey party to enter their property.

Contacts utility companies to solicit information regarding the location of water, phone, and power lines.

Adjusts survey levels according to the peg method.

Prepares detailed profiles and plats of areas surveyed.

Performs trigonometric, geometric, and algebraic calculations to check survey configurations and prove physical work.

**COMPETENCIES REQUIRED**

Knowledge of engineering survey principles and practices.

Knowledge of the operation and maintenance of survey instruments such as transits, levels, distance meters, planimeters, and theodolites.

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

Knowledge of agency policies and procedures governing expenditures, personnel, record keeping, etc.

Knowledge of information sources used to determine land ownership and location of telephone and power cables, water and gas mains, etc.

Knowledge of the principles and practices of personnel management and employee supervision.

Knowledge of mathematics including geometry, trigonometry and algebra.

Ability to read and understand engineering plans and specification plats, aerial photos, road plans, and land descriptions.

Ability to operate survey instruments including transits, levels, distance meters, planimeters, and theodolites.

Ability to accurately record field survey notes.

Ability to accurately draw profiles and plats by using field notes.

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

Ability to accurately perform mathematic calculations.

Ability to read and write English.

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

Ability to inspect completed and in-progress work for accuracy, compliance with standards, and other related criteria.

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

Ability to occasionally (1-33% of the time) lift /lower, carry and push/pull items weighing up to 75 pounds.

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.

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**

The equivalent of three years of full-time engineering survey experience which included the operation of survey instruments;

OR

an equivalent combination of education and experience substituting thirty semester hours of college, university, or technical school course work in civil engineering, construction engineering, or photogrammetry for one year of the required experience with a maximum substitution of three years;

OR

employees with current continuous experience in the state Executive Branch that includes the equivalent of twelve months of full-time survey experience as a Construction Technician Assistant.

#### **NECESSARY SPECIAL REQUIREMENTS**

All positions are required to have and maintain a minimum of a valid Class C Non-Commercial Operator's License.

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: 10/13 BR