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| Position Title: Survey Party Chief | | Location: Hobson Street | Status: Established Position, Full-time |
| Salary Range: \$35,880.00 (\$17.25/hr) – \$55,619.20 (\$26.74/hr) | Grade: 10-60 | Department: Engineering | Hours: 6:30 am - 3:00 pm |

**APPLICATIONS ACCEPTED THROUGH FRIDAY, MAY 2, 2008.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Position Summary:

Under limited supervision of the Survey Manager, the Survey Party chief is responsible for field surveying activities including horizontal and vertical control, compliance with accuracy standards, safety, and thoroughness of field surveys. The Party Chief is involved in route surveys, easement surveys, property boundary surveys, and other surveys to support the organization.

Essential Functions:

- Responsible for the efficient utilization of survey equipment and personnel, and the organization and performance of field survey crews.
- Coordinates with other personnel and activities in the field; e.g., construction superintendent or manager on construction layout work, engineers on field data, and property owners on cadastral surveys.
- Supervises collection of clear, concise, complete and accurate field notes.
- Reduces notes and plat as directed and scheduled by survey manager.
- Responsible for quality control of all fieldwork.
- Performs survey calculations and adjusts survey approach as problems are encountered in the field.
- Approves field instructions provided by others as to methods and techniques. Reviews with survey manager if necessary.
- Assist in creating final AutoCAD drawings from completed fieldwork from route surveys, easement plats, boundaries of CPW properties, and site plans.
- Occasionally perform research in the RMC office.
- May be required to work during emergency conditions.
- Job performance must conform to all CPW policies and procedures.
- Specific knowledge of CPW Environmental Management System Policy and Procedures.

Physical Requirements, Activities, and Working Conditions

- Ability to make visual observations in the field with the survey technician.
- Perform manual labor such as digging or cutting brush with an axe.
- Rural land will involve walking long distances through dense and partially wooded areas while carrying surveying equipment, climbing fences, jumping ditches, crossing streams, creeks, swamps, and marshy low land.
- Urban areas will involve walking survey corridor route, and, on occasions lifting up and moving 80 pound manhole covers and storm drain covers during field surveying and inspection.
- Exposure to unpleasant conditions such as insects, snakes, poison shrubs, and extreme weather conditions during the day.
- Stooping and bending to check the direction of flow, direction of pipe and pipe size inside catch basins and sanitary sewer manholes.
- Ability to operate a motor vehicle.
- Regular attendance is required.

Additional Duties

- Perform other duties as assigned.

Education

- Associate degree in an ABET accredited curriculum of engineering technology, surveying, or a substantially equivalent program with two (2) years progressive surveying experience. Or, five (5) years progressive surveying experience in lieu of an Associate degree.

Minimum Training and Experience

- Ability to read civil engineering drawings, easement plats, and field sketches.
- Ability to supervise and manage the work of others.
- Ability to operate a personal computer and familiarity with Microsoft Office Software programs.
- Experience with the use AutoCAD desirable.
- Valid South Carolina driver's license is required.
- Prior work record indicating dependability and conscientiousness.

Training Needs:

- OSHA and Departmental safety training as required.
- Standard Operating Instructions (SOIs) per department requirements
- ISO 14001 standards for department and company.

Career Path:

- Upon obtaining registration as a Land Surveyor in Training (LSIT), incumbent may be eligible for a 5% pay increase.
- Upon obtaining registration as a Professional Land Surveyor , incumbent may be eligible for a 7.5% pay increase.
- Promotion from this position to other available positions will depend upon performance, training, and availability of promotional opportunities. Promotions are subject to the CPW selection procedure in place at the time of a job posting.

Safety Sensitive Position: Yes

This position falls under our Substance Abuse Policy and is subject to: post-accident, reason suspicion, random, periodic, and pre-employment alcohol/controlled substance testing. For additional information about safety sensitive drug testing, see CPW's Substance Abuse Policy and Procedures.

Environmental Sensitive Position: Yes

Charleston Water System is an ISO 14001 Certified company, and promotes activities that support environmental protection, prevention of pollution, positive impacts on human health, and continual improvement to work processes and the environment. The carrying out of the job requirements as herein described present the potential to significantly impact the environment. Therefore, specific knowledge and application of CPW Environmental Management System (EMS) policies, procedures and instructions are needed to carry out the job requirements.

NOTE: THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CPW DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO FULFILL ITS OBLIGATION(S) TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH DISABILITIES.
"ELIGIBLE FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT THE COMMISSION DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSION ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION."