

1. ***Position Code:*** SPCT001

2. ***Job Title:*** Survey Party Chief

3. ***Organization:***  East and Westbrook Construction, Inc.

Buckner, Kentucky

4. ***Contact:*** Tim Chilton, PLS – Director of Surveying

502-265-8139 (cell)

tchilton@eandw.com

5. ***Reports to:*** Director of Survey

6. **Major Responsibilities:**

* Despite every effort made by the Company the basic responsibility for employee health and safety rests with the individual. It is a condition of employment for all employees to conduct their work in a safe and healthful manner.
* Works in accordance with good safety practices as directed by federal, state and local laws, codes and standards, as well as any instructions pertaining to a specific operation/job.
* Accepts responsibility for their own safety and reports all unsafe conditions or acts to their immediate supervisor.
* Reports all accidents or injuries immediately upon occurrence to their supervisor. Reports for medical treatment as directed.
* Refrains from any unsafe acts that may endanger themselves or others.
* Reports any unsafe conditions or unsafe personal acts to their supervisor immediately.
* Participates in an accident investigation as requested.
* Wears appropriate attire and footwear for the work environment to be encountered.
* Utilizes personal protective equipment as required and maintains it in a serviceable condition.
* Produce topographic mapping, survey sketches, exhibits, as-builts and detail drawings through AutoCAD based software.
* Collect and process field electronic data for topographic and construction surveys.
* Perform calculations to setup field information for survey crew construction layout.
* Modify CAD files to allow for field layout
* Setup and prepare jobs for layout by others
* Perform construction layout in the field
* Perform survey layout at high levels of accuracy
* Assist with training in the office and the field
* Performs other duties as required.

7. **Knowledge and Skills:**

* Basic land, topographic, and construction surveying principles and practices
* Mathematics through trigonometry
* Computer software and its application to surveying including: AutoCAD/Carlson Survey Software
* Survey standards and procedures
* Survey Data Collectors
* Robotic Total Stations
* Theodolite
* Auto Level
* Global Positioning System (GPS) and related Global Positioning (GP) software
* Surface modeling and machine control setup

**Skill and Ability to:**

* Accurately calculate and interpret maps and construction plans
* Ability to operate GPS and conventional survey equipment
* Setup and perform horizontal and vertical control networks using RTS, GPS and Automatic Level
* Troubleshoot issues and resolve
* Communicate effectively in orally and in writing
* Establish and maintain effective office procedures, records, sketches, note keeping and filing systems
* Ability to be a team player
* Ability to work long hours
* Enjoys working in a high expectation work environment

***Working Environment:***

1. The usual and customary methods of performing the job's functions require the   
 following physical demands: occasional lifting, carrying, pushing, and/or pulling; some   
 climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and   
 significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking,   
 and 45% standing. The job is performed outdoors, indoors and in various geographic   
 locations.

***This position description is subject to review and revision at management’s discretion.***

***Team Member Comments***

The position description of Survey Party Chief has been discussed with me.

Based on the Americans with Disability Act, I agree that I can perform the essential functions of the position with accommodation\_\_\_\_\_\_\_\_ without accommodation\_\_\_\_\_\_.

Please describe any accommodations needed on the reverse side.

I agree to comply with the expectations of this position description. I understand that any questions or concerns should be addressed with my supervisor/manager/or member of the Human Resources team.

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Team Member’s Name Supervisor’s Name

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Team Member’s Signature Supervisor’s Signature

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Date