

NEW CASTLE COUNTY GOVERNMENT

Number 0631

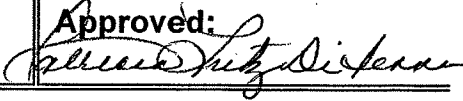
CLASS SPECIFICATION

Page 1 of 2

Date 04/06/04

Title: PARTY CHIEF

Approved:



GENERAL STATEMENT OF DUTIES: Performs technical and skilled work of a civil engineering nature in the field; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs tasks involving the application of some engineering skill and knowledge to engineering projects in the field. Most survey assignments are performed in accordance with prescribed procedures and practices. Difficult assignments or those calling for considerable application of engineering skills are outlined in detail and may be performed under the close supervision of the Survey Parties Supervisor or an engineer. This employee plans and supervises the work of engineering aides such as Surveyor Assistants and Survey Instrument Operators.

EXAMPLES OF WORK: (Illustrative only)

- Runs profiles, cross sections, and topographic surveys;
- Supervises and checks work of other members of the survey party;
- Procures field data necessary for the preparation of plans for sewer lines and other projects;
- Establishes line and grade for public works construction projects for contractors and makes as-built surveys on same for official records;
- Prepares sketches, deed descriptions, property maps, and other records pertaining to field surveys;
- Provides survey work as needed for County projects;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of mathematics including trigonometry; good knowledge of the principles of civil engineering with emphasis on sewer line construction; skill in the use of surveying instruments; ability to reduce and plot field notes and to make field computations; ability to read and interpret engineering plans and specifications; ability to lay out, direct, and supervise the work of a survey party; ability to secure the cooperation of contractors and others; ability to communicate courteously and effectively, both verbally and in writing; willingness to work outside under varying weather conditions; ability to pass a Class III County physical examination.

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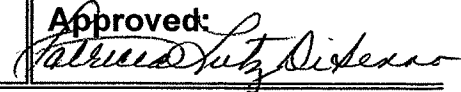
CLASS SPECIFICATION

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Date 04/06/04

Title: PARTY CHIEF

Approved:



ACCEPTABLE EXPERIENCE AND TRAINING: At least three years experience in surveying at the level of a Survey Instrument Operator and completion of a standard high school course or GED certificate program, preferably supplemented by college level courses in civil engineering; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS

Established: 07/01/73
Revised: 04/03/89
Revised: 01/01/91
Revised: 01/01/96
Revised: 03/01/00
Revised: 04/06/04