



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Field Supervisor (Surveyor)
DEPARTMENT.....:	Public Works
DIVISION.....:	Gravity Drainage
CLASSIFICATION/GRADE.....:	Surveyor/109
REVISED.....:	01/20/98
REPORTS TO.....:	Superintendent
REVIEWED.....:	09/2018
WAGES.....:	Hourly

SUMMARY:

Under the supervision of the Superintendent must be capable of performing engineering surveys, calculations, field inspections, light drafting, culvert sizing and inspections, and all other duties specified by the Superintendent.

BASIC FUNCTIONS:

1. Must be able to perform field surveys.
2. Must be able to maintain survey equipment in good working condition and immediately reports problems to Supervisor.
3. Must be able to drive assigned vehicle to and from work site.
4. Must check fluid levels, belts, tires, etc. on a daily basis and report any maintenance problems to Mechanic Shop.
5. Must be able to select survey method, equipment, and base monuments necessary to perform required survey.
6. Must be able to make accurate survey measurements and record date in the field.
7. Must prepare calculations based upon recorded data in the field.
8. Must be able to record and store information in the proper engineering files.
9. Must be able to set monuments and stakes to guide construction operations.
10. Does other work as assigned by Supervisor.
11. Must be able to read and understand subdivision plans and plats, and communicates with design engineer.
12. Locate right of ways and talk to land owners.

OTHER REQUIREMENTS:

1. Must possess a thorough knowledge of performing topographical and construction surveys.
2. Must be proficient in surveying mathematics and be able to perform light drafting duties.
3. Applicant shall be able to maintain good working relations with fellow workers.
4. Performs Operation Supervisor duties, when needed.
5. Must be willing to take after hour calls.
6. Must be willing to work outside in all types of weather conditions.

EDUCATION/EXPERIENCE:

- 1) Two (2) years experience as a Party Chief.
- 2) Degree can substitute for experience.
- 3) High school graduate.
- 4) Associate degree in Engineering or related field of study.
- 5) Years of applicable experience can substitute for education.