DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS

JOB DESCRIPTION

Title of Job: Survey Party Chief

Location: Salisbury and Easton, Maryland and Milford, Delaware

Department: Survey

Job Summary: The Survey Party Chief leads field survey operations for Davis, Bowen & Friedel, Inc. (DBF), overseeing the collection of accurate measurements and data necessary for boundary, topographic, ALTA, construction, and other types of surveys. This position is responsible for supervising survey crew members, directing field activities, and ensuring the proper use of surveying instruments and technology. The Survey Party Chief applies technical knowledge, mathematical and analytical skills, and field experience to solve problems, verify data accuracy, and maintain project quality and safety standards. Work is performed primarily outdoors in various terrains and weather conditions, requiring strong leadership, attention to detail, and effective communication with team members and project managers.

Essential Functions:

- Lead and supervise survey field crews in performing boundary, topographic, ALTA, bathymetric, and construction surveys.
- Plan daily field activities, assign crew tasks, and ensure efficient, accurate data collection.
- Operate and maintain survey instruments, including total stations, GPS units, 3D scanners, and levels.
- Perform and verify field calculations, notes, and sketches to ensure precision and completeness of survey data.
- Interpret project plans, deeds, and other reference materials to establish control points and layout parameters.
- Ensure all survey work adheres to company standards, safety protocols, and applicable regulatory requirements.
- Communicate progress, challenges, and data needs with project managers and survey supervisors.
- Train and mentor crew members in field procedures, safety, and proper equipment use.
- Troubleshoot technical or logistical issues encountered in the field and apply sound problem-solving techniques.
- Maintain accurate field records, logs, and reports to support project documentation and quality assurance.

Required Knowledge, Skills, and Abilities:

- **Knowledge of Surveying Practices.** Comprehensive understanding of boundary, topographic, ALTA, bathymetric, and construction surveying methods and procedures.
- **Technical Proficiency.** Skilled in the operation and maintenance of modern surveying instruments and technology, including total stations, GPS equipment, 3D scanners, and Topcon field controllers.
- **Mathematical and Analytical Skills.** Ability to perform accurate field calculations, analyze data, and resolve measurement discrepancies.
- **Leadership Ability.** Capable of supervising and training field crews, delegating tasks effectively, and maintaining team productivity and safety.

- **Attention to Detail.** Demonstrated accuracy in data collection, field notes, and survey documentation.
- **Communication Skills.** Strong ability to convey technical information clearly and effectively to crew members, project managers, and supervisors.
- **Problem-Solving Skills.** Ability to identify and resolve field challenges under varying and sometimes adverse conditions.
- **Organizational Skills.** Ability to plan and coordinate daily field operations, manage time efficiently, and meet project deadlines.
- **Safety Awareness.** Knowledge of and adherence to established field safety standards and best practices.
- **Adaptability.** Ability to work in diverse environments, adjusting to changing site conditions, weather, and project requirements.

Education and Experience
High school diploma or GED required; additional coursework in surveying or civil engineering preferred. Minimum of three (3) years of field surveying experience, including boundary, topographic, ALTA/NSPS, bathymetric, and construction stakeout surveys. Proficient with total stations, GPS, 3D scanners, and Topcon field controllers. Experience leading field crews and ensuring accuracy, safety, and efficiency on job sites.

FLSA Status: Non-Exempt

Physical and Environmental Conditions:
Ability to stand, walk, and work outdoors for extended periods in varying weather conditions, including heat, cold, rain, wind, and humidity. Work involves frequent bending, stooping, reaching, and lifting up to 50 pounds, as well as carrying and operating survey instruments and related field equipment. Requires manual dexterity, hand-eye coordination, and visual acuity to accurately handle precision instruments and read measurements. Must be able to safely navigate uneven terrain, construction sites, and roadways, often near heavy equipment and traffic. Regular travel between job sites is required. Use of appropriate personal protective equipment (PPE) and adherence to safety protocols is mandatory at all times.

This job description is not intended to be an all-inclusive list of duties, responsibilities, or activities associated with the position. Duties and responsibilities may change, or new ones may be assigned at any time, with or without notice, to meet the needs of the organization.

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Employee Name – Print

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Employee Signature Date