



EMPLOYMENT OPPORTUNITIES

Job Title: Survey Party Chief
Closing Date: Open Until Filled

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 25-023
Job Type: Full-Time Regular
Department: Land Use Planning & Zoning
City: Sacaton, AZ
Location: 291 W. Casa Blanca Road
Area of Interest: Land Use Planning & Zoning
Salary/ Hourly Rate: \$26.63 – \$33.88 Hourly
Tribal Driving Permit Required: YES

DISTINGUISHING FEATURES OF THE CLASS:

The Survey Party Chief performs skilled technical survey engineering work of increasing difficulty on a survey crew. This position serves in a supervisory capacity over Survey Instrument Technicians.

ESSENTIAL FUNCTIONS:

- Direct all phases of a field survey to determine exact location and measurements of control points, elevation, lines, and areas to secure data used for construction, contract payment, qualities, map making, boundary delineation, or other purposes.
- Supervise and train Survey Instrument Technicians.
- Keep accurate notes, records, and sketches on work performed and data secured including notes of level circuits, traverse closures, precise levels, property corners, topography notes, horizontal and vertical curves, and cross-sections for earthwork, calculation and building grades.
- Perform survey calculations by computing grade, vertical curves, horizontal curves, and deflection angles for horizontal curves; conduct surveys from plans, notes, maps, deeds, or other records.
- Survey new construction projects and record measurements and change onto a set of record drawing plans.
- Operate survey instruments on more difficult exacting survey work.
- Hold and plumb rod to obtain elevations and distances, hold surveying chain in measuring distances.
- Dig ground using a pick, shovel, or other hand tool to search for and locate survey monuments.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of field survey engineering methods, techniques, and equipment/instruments.
- Knowledge in operating electronic survey equipment.
- Knowledge of construction plans and specifications.
- Ability to perform a broad range of lead responsibilities over others.
- Ability to review or check the work product of others for conformance with standards.

- Ability to perform higher-level mathematical calculations such as algebra and trigonometry using a calculator or computer.
- Ability to exercise sound judgment in completing assignments and ability to make decisions in normal routine situations in accordance with rules, regulations, and policies.
- Ability to use complex optical and electronic instruments and equipment used in survey engineering.
- Ability to effectively plan, supervise and coordinate work of others.
- Ability to measure distance using a tape measure or electronic distance measuring device; and ability to compute angles, arcs, and distances from survey data.
- Ability to prepare accurate sketches of conditions found in the field.
- Ability to complete forms to record or report information in standard format.
- Ability to travel across rough, uneven or rocky surfaces at construction sites; and ability to work in a variety of weather conditions with exposure to the outdoor elements and dust.
- Ability to communicate with other community employees and the public in face-to-face and/or group settings, or by using a telephone or hand-held radio.
- Ability to understand and follow written and oral instructions in the English language.
- Ability to prepare survey field notes.
- Ability to establish priorities for own workload based upon such factors as needed for immediate action, work objectives, work schedule, knowledge of future needs, etc.
- Ability to observe or monitor objects to determine compliance with prescribed operation or safety standards.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

High School Diploma or GED and a minimum of three (3) years' experience in conducting land surveys and which included one (1) year experience as a Survey Instrument Technician; and one (1) year supervisory experience, which involved supervising a Survey Crew.

ADDITIONAL REQUIREMENT

- Required to obtain a Tribal Operator's permit. Valid state driver's license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org