

SURVEY PARTY CHIEF **(CHIEF OF PARTY)** **PUBLIC WORKS DEPARTMENT**

Are you interested in being part of a dynamic City where you can truly make an impact? Can you be an effective leader as part of a skilled and dedicated work crew? Then, the Fremont Public Works Engineering Division may be the place for you!



First Review of Applications:

December 2, 2019 at Noon

Interested applicants are encouraged to apply today!

FREMONT — A CITY ON THE MOVE!

Fremont is a well-managed and innovative city, and has recently generated national attention by placing 7th on the list of the Greenest Cities in America according to a 2018 Wallet Hub survey and ranking 3rd Best City in the Nation to raise a family, according to another 2018 survey by Wallet Hub. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,000 residents. As a full service City, Fremont employs over 952 regular employees and has a General Fund budget of \$219.9 million.



Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

ENGINEERING DIVISION

The Engineering Division of Public Works is divided into six sections. Each section has a unique set of responsibilities to help “Build Fremont Forward” and shape our community. The City is currently looking for a Chief of Party to assist in the Public Works Survey Section. The Chief of Party will work closely with the City Surveyor and survey staff to support Development, Design, Traffic, Parks, and the Construction Inspection Units in supporting the City review of private development, providing control and base mapping for capital projects, and supporting these projects from design through the construction process.

This position is a technical field lead and will require the ability to operate survey equipment including total stations, digital levels, and GPS equipment. The position requires the ideal candidate to have the drive and capacity to adapt to changes in technology pertinent to the hardware and software required for field and office surveying functions. The position will require both field and office duties with the Chief of Party responsible for most surveys from field to finish, under the supervision of the City Surveyor.

EXAMPLES OF DUTIES

- Plan, schedule, participate in the activities of a crew in establishing points, lines and distances for topographic, property and construction field engineering surveys.
- Review requested survey work to determine nature and extent of required survey.
- Establish and maintain work and safety processes and procedures.
- Review work of subordinate for completeness and accuracy.
- Provide on the job training for survey party staff.
- Establish property and right of way lines and location of improvements.
- Conduct field check subdivision surveys.



- Read and interpret maps and plan for location and construction surveys.
- Assist design engineers in determining detail of grades and geometries on street, sewer and other public works construction projects.
- Implement changes to design plans.
- Prepare field books, profiles and other drawings from field notes.
- Identify design problems and refer for correction.
- Perform public contact duties.
- Notify property owners of survey work to be performed across their property lines.
- Supervise the maintenance of survey equipment.
- May perform records research and traverse analysis.
- Other related duties as assigned.



THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING:

Knowledge of

- Principles and practices of construction and land surveying
- California Coordinate System
- Function and operation of field instruments construction terminology

Skill to

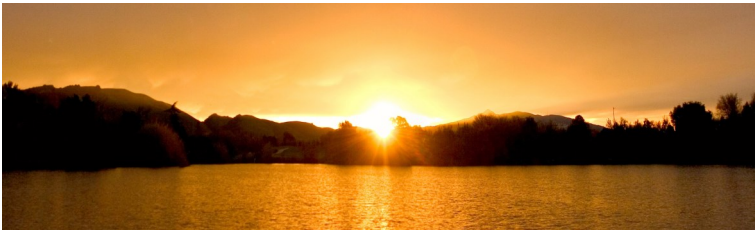
- Operate surveying instruments
- Make accurate field observations
- Prepare field notes, records and sketches.

Ability to

- Accurately perform detailed work and perform complex calculations
- Communicate effectively with others, both orally and in writing
- Develop and maintain cooperative work relationships with individuals from a variety of cultural and socio-economic backgrounds
- Lead the work of others and train staff
- Read and interpret maps, plans and project specifications

EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: Graduation from high school, with course work in mathematics, geometry and trigonometry, and five years of progressively responsible technical engineering experience, at least two years of which must have been in a position comparable to that of a survey instrument operator.



Tentative Recruitment Schedule

First Review of Applications: Noon— December 2, 2019

Oral Board Interview: Week of December 9, 2019

Department Interview: Week of December 15, 2019

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

A valid Class C California Driver's License is required at time of appointment. A valid Class A California Driver's License is required prior to completion of probation.

COMPENSATION AND BENEFITS

The annual compensation for this position is \$91,165 - \$110,817 depending on qualifications. Current benefit features include:

Cal PERS Retirement Benefit*

- Classic Employees - 2% @ 60 benefit
- New Employees - 2 % @ 62 benefit
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$2,557 (2019 rate) monthly for vision, medical and dental plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This position is represented by the Operating Engineers Local 3 (OE3) bargaining unit. The probationary period for this position is 12 months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City **application**, **resume** and **cover letter** through our online application system: [City Jobs](#) Applications submitted without a resume and/or cover letter may not be considered.

SELECTION PROCESS

The process will include individual and/or panel interviews, reference and fingerprint checking, a medical evaluation and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process.

Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT
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