



Survey Party Supervisor #01540

City of Virginia Beach – Job Description

Date of Last Revision: November 21, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: G22

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Supervise a survey crew in gathering field data in support of engineering projects, land acquisition and other related assignments.

Representative Work Functions and Responsibilities

- Direct the work and training activities of a survey crew employing such land surveying practices as boundary line/right-of-way surveys, topographic surveys, certificates of completion, cross sections, vertical and horizontal control, hydrographic surveys, construction stakeout on City projects, Global Positioning System (GPS) surveys, and others.

- Perform specialized mathematical computations through the use of computers or calculators for staking curves, staking construction items, closing and checking traverses, and leveling surveys and verify the accuracy of all surveys performed prior to its distribution.
- Operate and direct the proper operation of all survey instruments as required.
- Drive hubs, guard stakes, and iron pins, set monuments, front chains, give sights for survey movements, and record survey notes, both electronically and manually as a part of the crew's daily surveying operations.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less.
- Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

- Effectively supervise and lead the crew in completing assignments properly, timely and accurately ensuring all data is accurate to avoid the need to revisit and resurvey to correct discrepancies.
- Ensure all survey notes are complete, neat, legible, and accurate to provide all data for the requirements of the assignment.
- Ensure that all survey safety procedures and requirements for roadway or waterway surveys are always adhered to.
- Effectively communicate with superiors both verbally and in writing.
- Ensure that the crew members are dutifully occupied and provide training sessions on subjects connected with their daily duties.

Minimum Qualifications

- Requires high school or GED plus five (5) years' progressive experience, one (1) of which must have been in a supervisory capacity, and/or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Must have a current and valid driver's license.

Preferred Qualifications

- Certified as NSPS/ACSM Certified Survey Technician, Level III Field Track or four (4) additional years of experience as a Survey Party Supervisor with documented continuing education in subjects relating to surveying.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- This position may require that incumbents to wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, hard hats, safety glasses, gloves, or other safety attire and equipment in designated areas of risk.
- Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.
- This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.