



Job Description

Job Title: Staff Survey Technician – Office

Summary: Project-level work that requires the knowledge of surveying principles, processes, equipment, and software. The Staff Survey Technician must possess good communication skills, knowledge of company surveying standards, work in a team setting, and be able to take direction from more senior level staff in the preparation of survey products.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Communicate effectively with others.
2. Review/interpret field notes, import field data.
3. Possesses the ability to prepare project-related documents, including exhibits, maps, plats.
4. Interpret record drawings.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: Entry level experience and/or training.

Language Ability: Ability to read and interpret technical procedures and jurisdictional surveying standards. Effective communication skills both verbal and written are desired.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge and skills to effectively utilize surveying and drafting software (i.e. AutoCAD, MicroStation, Trimble Business Center), network drives, email, and use of internet browsers.

Certificates and Licenses: Valid Driver's License required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The employee is occasionally exposed to work which takes place near traffic, moving mechanical parts and heavy equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

When visiting sites personnel are required to wear appropriate PPE. Certain work sites will require the wearing of hard hats and safety glasses which will be provided by the company. Safety vests and shirts are required for all work sites.