



## **SURVEY TECHNICIAN**

### **JOB SUMMARY**

Coordinates and completes all aspects of assigned field and office duties. Directs and collaborates with other technicians to ensure that field projects are completed within budget and timeline constraints. Aids in the education and training of junior technicians to help ensure continuity of field standards and procedures. Develops and advises supervisor on suggestions for changes to procedures that could help to improve efficiency and client satisfaction. Experience is preferred, but not required.

### **MAJOR TASKS, DUTIES AND RESPONSIBILITIES**

#### Essential Duties:

- 1) Field Duties
  - a) Completes assigned tasks while complying with established field procedures; ensures that the field data is in the proper format; takes photos or makes sketches of monuments, structures, topography, trees, etc., to assist office personnel and drafting technicians visualize conditions.
  - b) Thoroughly understands the scope of the project.
  - c) Reports to and communicates daily with the Survey Department Manager.
  - d) Keeps clear and accurate field notes by recording all significant data, personnel, date, weather, job name and number, instrument used, client/neighbor/consultant contact and requests, instrument and backsight setup, etc.
  - e) Records time entry daily.
  - f) Communicates with the Survey Department Manager when changing location or to report any problems or delays.
  - g) Performs sufficient checks in the field to assure previously set control monuments are undisturbed within positional tolerance.
  - h) Download data collected electronically to the proper job and file. Assist in reducing data to usable format. Complete log file for project.
  - i) Uses proper safety equipment and follows proper field safety procedures. The Survey Technician is responsible for the safety of the crew, vehicles, and equipment, and the public's interest.
  - j) Attempts to resolve their own project-related needs such as proper equipment and its maintenance, special equipment requirements or personnel needs and consults with the Survey Department Manager when there are scheduling, personnel or equipment problems that they cannot resolve.
  - k) Portrays a professional appearance by wearing the appropriate clothing for the work environment and assures crew members do also.
  - l) Ensures proper vehicle maintenance. If assigned a vehicle, performs preventative maintenance (checking fluid levels, tire pressure, etc.) on a consistent basis, and maintains the interior of the vehicle in a neat and orderly fashion. Any maintenance problems requiring service should be immediately brought to the attention of the Survey Department Manager.
  - m) Trains and mentors junior Survey Technicians.
  - n) Reviews and field truths, if necessary, site plans, topographic surveys and plats prior to delivery.
  - o) Performs all other assigned duties.

## 2) Office Duties

- a) Executes job setup and shutdown. Expected to take job from signed contract to delivery if all job tasks are assigned.
- b) Reduces field data using Trimble Business Center.
- c) Performs quality checks of construction stakings using Trimble Business Center.
- d) Drafts Existing Condition Surveys.
- e) Completes FEMA applications for review by Survey Department Manager.
- f) Other duties as they develop and are assigned.

## **BENEFITS**

This position is a full-time, benefited position. Benefits include medical, vision, and dental insurance; 401(k) plan; paid time off; life insurance; and short-and long-term disability insurance. Salary commensurate with experience. \$12,000 annual housing stipend for full-time, Jackson-based staff (pro-rated by pay period). Subsidized housing may also be available.

## **TO APPLY**

Email cover letter and resume to [jobs@y2consultants.com](mailto:jobs@y2consultants.com) with the job title in the subject line.