



## **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 Program 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 Program 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 and care 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 Program 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 Program Manager.

- m) Trains and mentors junior Survey Technicians.
- n) Reviews and field verifies, 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, Plats and other documents as required.
- e) Completes FEMA applications for review by Survey Program Manager.
- f) Other duties as they develop and are assigned.

### **PHYSICAL REQUIREMENTS:**

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

- Must be able to drive and/or hike to job sites.
- Must be able to remain in a sitting or standing stationary position 50% of the time.
- Must be able to safely lift and carry or otherwise move 50 pounds regularly including while traversing irregular, steep terrain and changing elevations including mountainous areas.
- Must be able to consistently work in various outdoor weather conditions such as snow, cold, hot windy type environments.
- Must be able to ascend and descend ladders, scaffolds, stairs and work in confined spaces and in proximity to loud equipment.
- Must be able to position oneself to work in confined spaces such as trenches, pits, manholes, attics, and tunnels.
- Must be able to safely climb ladders while carrying up to 50 lbs.
- Must be able to wear personal protective gear most of the day.
- Must be able to work alone at times.

### **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 (prorated 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 Survey Technician in the subject line.