

SEILER & ASSOCIATES, INC.
PROFESSIONAL SURVEYORS

Survey Field Technician I
Job Description

EXPECTATION FOR ALL EMPLOYEES

At Seiler & Associates, Inc., we believe our Employees are essential to our success. Only through the contributions made by each individual member of our Company can Seiler & Associates, Inc., maintain a superlative reputation for quality service. We strive to be recognized as a high performance organization in regards to our customer service, industry knowledge, and efficiency. We will achieve our goal through dedicated teamwork, a high level of respect for each other, honesty, integrity, cooperation, communication, and listening to one another.

The work hours are from 7:30 AM to approximately 5:00PM. This is a full time position requiring a minimum of 40 hours a week. The classification is non-exempt (hourly) with overtime being paid for more than 40 hours worked in one week.

POSITION SUMMARY:

Under the direct supervision of the Crew Chief and the Survey Director, this position is responsible for assisting the Crew Chief with daily operations including; Boundary, Topographic and As-built Surveys; and Construction Layout. Competence with optical and digital instruments as well as handheld controllers and Data Collectors is required. Employees in this position are expected to safeguard and maintain precision equipment and work vehicles as well as insuring that needed supplies are available.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Equipment Maintenance and Supplies
 - A. Check and clean instruments including EDM rods and prisms; check and adjust plumb rod bubble; sharpen cutting tools; inspect and recharge equipment batteries; check the general operative condition of assigned vehicle, including gas, oil and tire pressure; secure vehicle and equipment at the end of the work day, remove and store instruments and other valuables in the office.
 - B. Inventory supplies and restock as needed; identify/obtain-needed supplies required for the days work assignments.

II. Field Assignments

- A. Clear underbrush for instrument sighting; set wooden stakes and iron pins into ground as directed; transport equipment and supplies as needed to operate and measure distance with a total station; create perpendicular angles with optical square; obtain bearings and angles using a compass; read horizontal and vertical angles with total station; obtain readings from standard, direct reading, cut and fill rods; obtain sights from plumb rods, plumb bobs, disposable targets, etc; assist Crew Chief in accomplishing field assignments in efficient manner.
- B. Operate Data Collectors as directed by Crew Chief to assemble Company standardized information. Become familiar with descriptions, coding and techniques for Data Collection.

QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS:

- Minimum knowledge of land surveying practices and techniques.
- Working knowledge of modern survey devices and modern survey methods.
- Work requires using a machete, shovel and sledgehammer or other appropriate tools.
- Requires the ability to develop and maintain effective working relationships with project managers, subordinate, related personnel and limited contact with the general public.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

The incumbent must be able to work at a varied paced with demonstrated ability to adjust to the needs of the assignment.

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.

Heavy physical effort is required. While performing the duties of this position, the Employee is regularly required to sit, stand, bend, reach, and move about the facility and job site. The employee is required to walk; have the full use of hands and fingers to handle or feel objects; reach with hands and arms; climb and balance. Verbal and written communication is required, as well as the ability to hear.

1. Strength – Must be capable of lifting and transporting up to 40 lbs for a period of up to 30 minutes at a time and incrementally throughout the day, position equipment as directed and drive stakes and other marking material (using a mallet or sledgehammer) for construction purposes.
2. Climbing/balance – Must have the ability to ascend/descend slopes, traverse difficult terrain, climb fencing, cross creeks or creek beds.
3. Walking/standing – Must have the ability to walk and stand for extended periods.
4. Reaching/handling/fingering – Must have the ability to measure, handle supplies, pull manhole covers with hook, operate tools such as machete and bush-hook to clear underbrush and use a shovel.
5. Talking/hearing – Must have the ability of verbal and written communication.
6. Seeing – Specific vision abilities required by this job include reading vision, and the ability to adjust focus. Must have the ability to distinguish shapes, size, distance and color.
7. Other - This position requires the endurance of weather conditions and possible exposure to snakes, insects and poisonous plants.

By my signature, I certify that I have read the above job description and am able to perform the necessary Physical Demands.

Employee Signature

Company Representative Signature

Date

Date