

SEILER & ASSOCIATES, INC.
PROFESSIONAL SURVEYORS

Survey Technician (All levels)
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.

POSITION SUMMARY:

Under the direct supervision of the Project Manager or Survey Supervisor, this position provides calculations and computer work associated with surveying earth's surface to determine precise location and measurements of points, elevations, lines, areas, and contours for construction, land division, titles or other purposes by performing the principle duties and responsibilities listed below. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities also include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

The core hours are from 7:30 AM to 5:00PM on Monday through Thursday and from 7:30 AM to 3:00 PM on Friday. This is a full time position with a non-exempt (hourly) classification, with overtime being paid for more than 40 hours worked in one week.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- A. Attend morning crew briefings. Assist in the preparation of survey crew information packages and field assignments, including data collector transfers, coordinate lists and worksheet plotting
- B. Ensures all projects are completed according to plan schedules, company policy and production standards.
- C. Keep Project Managers and Supervisors informed on status of all assigned projects and tasks.
- D. Using company standards, researches and obtaining all information needed for the successful completion of the project. Including previous survey evidence, maps, deeds, utility investigations, site inspections and other records to obtain data or evidence needed for survey.

- E. Use company civil/survey software for contouring, setting alignments, setting points for construction staking, defining and managing parcels data, as-built street and pipe profiling.
- F. Coordinates survey plans with client, project manager, civil authorities, and assigned field crews to ensure all survey and client needs are met, and that assigned crew(s) as well as equipment is used efficiently.
- G. Edits and troubleshoot incoming data collector files in accordance with company procedures. Reviews and utilize survey crew field notes. Imports verified data into the appropriate cad drawing file, using company standard point layer management and description keys.
- H. Adjusts field control networks and traverses using company software and procedures.
- I. Utilizes GPS post-processing software. Establishes correct state plane coordinate transformations in cad files and project databases.
- J. Prepares survey drawings and documents using company cad standards, prototypes, templates and blocks.
- K. Operate digital cameras and download photo files into database and/or cad drawings. Utilize company scanners to transfer reference maps into cad files to facilitate utility mapping and property line.
- L. Run drawing check plots for the Project Manager and the certifying Professional Surveyor. Address “red-line” comments promptly and completely. Assist Project Managers and staff with final plots, blueprints and document deliveries to the Client.
- M. Help organize and maintain project technical files, flat files and field folders.
- N. Demonstrate sound communication skills. Document phone conversations with Clients, public officials and third parties, using standard company memorandums. Use internal memorandums to report project status to supervisors. Represent the firm in a professional manner, with well-composed correspondences. (letters, transmittals, memos, e-mails, etc.)
- O. It is the responsibility of this position to cross-function as a Field Technician and/or Crew Chief, in the event one or both are unavailable.

QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS:

- Considerable knowledge of appropriate principles and practices of surveying, sufficient to solve complex surveying problems.
- Considerable knowledge of modern survey equipment such as theodolites, electronic distance equipment and programmable electronic calculators. Knowledge of GPS equipment and survey controller(s) is essential.
- Ability to research previous survey evidence, maps, deeds, physical evidence, as well as other records to obtain data needed for surveys is required.
- Requires the ability to develop and maintain effective working relationships with departmental officials, subordinate, related personnel and the general public.
- Work requires a basic knowledge of business and a good command of the English language.
- Must have basic knowledge office administrative procedures, and knowledge of use and operation of standard office equipment, at a level generally acquired through 1+ years related experience.
- Must have knowledge of a variety of computer software applications in word processing, spreadsheets and database software.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Requires analytical skills, in order to gather and summarize data for reports, find solutions to various technical problems, and prioritize work.
- Work requires continual attention to detail in project management, staff management, establishing priorities and meeting deadlines.

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 in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and deadlines.

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