

Office Survey Technician

Reports to Survey Department Manager

A. Overall Role

Provide support to the Survey Department, primarily by utilizing computer software packages to generate detailed topographic maps, surveys, figures, and exhibits for survey related aspects of projects.

B. Essential Responsibilities

1. Create drawings to represent existing conditions of boundary lines and topographic features based on data collected in the field using various methods, to be used as a basis for engineering design.
2. Research previous survey evidence, maps, deeds, and other public and private records to obtain data needed for surveys.
3. Generate easement sketches and survey drawings (recordable, mortgage, ALTA, topographic, boundary).
4. Create property descriptions for easements, parcel splits, or other property related transactions.
5. Provide CADD support for Survey Field Crews for both preliminary and construction phases of projects.

C. Other Duties and Responsibilities

1. Apply established CADD standards to all phases of documents.
2. Maintain and organize relevant files, both digital and hard copy.
3. Operate digital plotters and copiers to plot figures and construction drawings at various scales.
4. Keep supervisor up-to-date on progress of job(s).
5. Is cross-trained for other duties, such as those of a field survey technician.
6. Other duties as needed.

D. Working Conditions and Environment

Office Survey Technicians work mainly in an office environment. The noise level is usually low to moderate. He/she must frequently lift up to 10 pounds and occasionally lift up to 25 pounds.

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

E. Knowledge and Skills

1. Proficient in AutoCAD Civil 3D
2. Proficient in Microsoft Office
3. Aptitude for learning and mastering complex software packages including, but not limited to:
 - a. Leica Cyclone / CloudWorx
 - b. Trimble Business Center and other Trimble software products

- c. Pix4D
- d. ArcGIS

F. Education and Experience

1. Minimum
High school diploma or GED
2. Preferred
Associates Degree or higher in Civil Engineering Technology or related field
Experience with, or exposure to, Land Surveying.