



## SURVEY TECHNICIAN

February 7, 2018

### 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. Aides 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. This person will report to the Survey Department Manager. Billable expectation is 85%.

### MAJOR TASKS, DUTIES AND RESPONSIBILITIES

#### 1) *Field Duties*

- a) Complete assigned tasks while complying with established field procedures; ensure that the field data is in the proper format; Take sufficient notes in the field book to document: procedures, changes in original scope by clients on site, weather and conditions in the field, etc.; Take photos or makes sketches of monuments, structures, topography, trees, etc., to assist office personnel and drafting technicians visualize conditions.
- b) Thoroughly understand the scope of the project. If duties are not made clear by the Survey Department Manager, then the Survey Technician will ask questions necessary to understand and to properly execute the survey.
- c) Report to and communicate daily with the Survey Department Manager. **Communication is key to keeping the project on schedule and within the budget.**
- d) Keep 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) Record time entry daily or by following day at 9AM.
- f) Communicate with the Survey Department Manager when changing location or to report any problems or delays.
- g) Perform sufficient checks in the field to assure previously set control monuments are undisturbed within positional tolerance. When laying out points, checks the distances and angles to back sights before beginning layout. Always accurately measure and record all instrument and reflector heights. Always check into at least two benchmarks when running any differential or vertical angle elevation circuits. Verify any accessory data used to perform the field work (i.e. previous or related jobs, plats, T-maps, CLCR's, electronic files, calculation sheets, right-of-way or utility company maps, etc.) Check traverse angle closures and differential level run closures in the field if possible.
- h) Download data collected electronically to the proper job and file. Assist in reducing data to usable format. Complete log file for project.
- i) Use 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) Attempt 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) Portray a **professional appearance** by wearing the appropriate clothing for the work environment and assures crew members do also.
- l) Ensure proper vehicle maintenance. If assigned a vehicle, perform 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) Train and mentor Junior Survey Technicians.

- n) If possible, provide notice (48 hours preferably) when he needs to leave early or show up late for personal business. This is especially important on construction staking projects where the client or their representatives are present daily.
- o) Review: field truths, if necessary, site plans, topographic surveys and plats prior to delivery.
- p) Perform all other assigned duties.

2) *Office Duties*

- a) Execute job setup and shutdown. Expected to take job from signed contract to delivery if all job tasks are assigned.
- b) Process field data using Trimble Business Center.
- c) Perform quality checks of construction stakings using Trimble Business Center.
- d) Draft Existing Condition Surveys.
- e) Complete FEMA applications for review by Survey Department Manager.

3) *Work with Project Team Members, Serve as Client Interface*

- a) Maintain a positive working relationship with team members.
- b) Collaborate with Managers to prioritize projects, workloads and needs.
- c) Communicate with clients as directed by Survey Department Manager.

4) *Service to the Company, Community, and Profession*

- a) Engage in appropriate behavior and/or conduct that is consistent with continued growth of Y2.
- b) Refrain from public activities or behavior that could undermine or conflict with the goals and interests of the firm and/or our Client(s).
- c) Participate in marketing efforts.
- d) Develop client and professional networks through professional associations and committees--Promote the professional standing of the firm through those networks.

5) *Professional Development*

- a) Work towards LSIT status in the State of Wyoming.
- b) Take college level classes to expand knowledge and meet licensure requirements.
- c) Attend conferences if approved by Survey Department Manager.

6) *Other*

- a) Duties as they develop and are assigned

**TO APPLY:**

Send **cover letter**, **resume** and **three references** to [jobs@y2consultants.com](mailto:jobs@y2consultants.com). The subject line should be the title of the position you are applying for.