

Staff Cad / Technician

POSITION INFORMATION

Assist Senior CAD/Technician to use land surveying knowledge in the planning, implementation, correction and quality review to complete assigned tasks. Able to perform and/or review such technical procedures and knowledge of topographic, boundary and route surveys and not limited to other survey functions as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assists in performing boundary surveys, topographic surveys and construction layout.
- Assists with drawings, sketches, calculations and record keeping.
- Assists in the research of land records, deeds, subdivision maps, easements, etc.
- Cleans and maintains survey equipment and vehicle as needed.
- Keeps direct supervisor promptly informed of key/significant issues or concerns.
- Complete other survey tasks as assigned and performs related duties as assigned.
- Work in a safe manner, abide to local, company and client safety requirements.
- Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area for oneself, co-workers and the public.
- Ability to work cooperatively with others.
- Overnight/out of town work is required.

SKILL SET

- MicroStation, GEOPAK and Microsoft Office Products Suite
- Working knowledge of AutoCAD and Civil 3D
- Working knowledge of land surveying and Trimble Business Center
- Must be well organized and manage deadlines
- Able to work on various size projects
- Ability to travel, including overnight as needed
- Professional demeanor
- Familiar with survey field equipment and care
- Ability to communicate effectively
- Valid Driver's License required

EDUCATION

- Degree preferred, or equivalent training with 3 years of similar experience