

Job Description

Survey CAD Technician (T3)- SUR00310

Description

GENERAL POSITION SUMMARY

This position assists land surveyors by preparing survey drawings in an AutoCAD CIVIL3D and or MicroStation environment and performs related office tasks. The successful candidate will possess the ability to understand and perform survey computations, data reduction, compile backup documentation, create Excel spreadsheets, prepare survey drawings to include Record of Survey plats, Right-of-Way (ROW) plans and parcel plats. Although primarily an office position, a minor amount of field work may be required for this position, depending on project demands. Field work includes operating Trimble survey instruments and collecting information in the field, working under Professional Land Surveyors and Party Chiefs, and by performing computations and data reduction in the field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work primarily in the office on ROW, control, boundary, subdivision, and topographic surveys, i.e. data reduction, field note reduction, calculations, data checks and staking computations using survey programs and AutoCAD Civil 3D and MicroStation.
- May also perform some field work on one- to two-person field crews in urban and remote areas.
- Performs mathematical calculations and field checking of field data.
- Takes accurate and clear notes and performs note reduction.
- Reads and understands plans and specifications.
- Performs other duties as assigned.

Qualifications

EDUCATION/REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Creates CAD drawings for engineering projects.
- Creates and modifies maps for special assignments.

- Incorporates subdivision plats and drawing files into maps.
- High School diploma or equivalent required, including a background in math, geometry and trigonometry.
- Requires a minimum of 5 years' experience, including AutoCAD, Civil3D.
- MicroStation experience a plus.
- Experience with Revit a plus.
- Follow filing guidelines and policy for drawings to maintain up-to-date drawings
- Demonstrated knowledge of basic sources of measurement errors.
- Demonstrated knowledge of principles of monumentation, staking and marking.
- Must be experienced in controlling the function of surveying instruments and calculators.
- Must be proficient with MS Word and Excel.
- Demonstrated knowledge using file sharing software
- Possess good interpersonal skills, and effective written and oral communication skills.
- Must be able and willing to travel as needed for the amount of field work required.
- Attendance, punctuality and reliability are essential requirements.
- Valid Driver's License required.
- Knowledge of basic sources of measurement errors and must have knowledge to perform analysis of survey data to ensure completeness, accuracy and precision
- Must have knowledge of boundary evidence search for GLO corners and accessories, property corners and other lines of public and private ownership
- Knowledge of principals of construction staking and field markings for roads, bridges, buildings and infrastructure

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid CA Driver's License required

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job while dealing effectively and reasonably with stress in the workplace without lost time or undue strain. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Employee may be asked to walk on uneven surfaces, carry equipment up and down steep mountain terrain, bend, squat, climb stairs, sit for extended periods of time, work at a computer terminal for extended periods of time, key, answer telephones, discuss issues with employees, and lift and carry up to 50 pounds frequently as needed. Perform manual labor such as clearing brush for line, carrying stakes, rebar and other heavy items as required to

conduct field surveys.

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