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## **JOB DESCRIPTION**

### **LICENSED LAND SURVEYOR**

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We are looking for career-minded professionals willing to push our company to the next level. We're a team rooted in practical solutions with a progressive mindset for using technology to yield greater efficiency, deliverable products, and services. Advancement in the company is available for those who collaborate well with the team, are self-motivated, and accelerate the company forward. We expect new employees to be detailed oriented and accurate in completing projects within a scope appropriate timeframe. Your inclusion in our firm is a welcome into our team and family. We look forward to meeting you.

#### **Overall Responsibilities:**

Under general supervision of our Senior Licensed Surveyor, individual will oversee, manage, and perform necessary tasks for our survey related projects. Primary duties are as follows:

- Boundary analysis calculations.
- Prepare ALTA Surveys
- Prepare record maps (Final Maps, Parcel Maps & Records of Survey)
- Draft legal descriptions.
- Draft Topographic Surveys.
- Assist Land Survey Manager in preparation of project budgets and schedules.
- Ensure all projects are completed with respect to the company policy and production standards.
- Keep Project Manager, Field and or Office Coordinator informed on status of all assigned projects and tasks.
- Coordinate projects with title companies and/or government agencies.
- Review the work of Survey Technicians and Assistants, and provide on-going mentoring.
- Depending upon the project scope, may act as a Task Manager or a Project Manager.
- Be responsible for project budgets and client invoice / billing

#### **Reporting Relationship:**

- The Licensed Land Surveyor will report to the Land Survey Manager.

#### **Expectations:**

- Individual will complete and/or manage projects assigned by the Land Survey Manager with minimal direction.

- Will maintain effective working relationships with managers and co-workers.
- Will use Jensen Design & Survey, Inc. AutoCAD standards when drafting.
- Will be responsible for accuracy and completeness of drawings.
- Will also be responsible for completing work on time and within the projected time frame.
- Will always maintain open communication.
- Desire to continue to progress and learn as technology advances.
- May be responsible to a project manager or a team leader from another department.

**Experience:**

- Must hold a valid license to practice Land Surveying in the State of California (or ability to obtain within 1 year of employment date).
- Must also have at least 10 years of experience in this field and/or equivalent technical training.
- Individual must be a problem solver who works well under pressure.
- Proficient with AutoCAD Civil 3D.
- Knowledge of current survey computer software applications (Trimble Business Center, Star\*Net, Trimble Access).
- Working knowledge of modern survey methods and equipment.
- Must be self-motivated and a team player.
- Excellent organizational skills are necessary to be able to juggle multiple priorities/projects, each with schedules and budgets.