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## **JOB DESCRIPTION**

### **OFFICE SURVEY TECHNICIAN**

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#### **Overall Responsibilities:**

Under general supervision, individual will assist survey department in plan preparation for survey related projects. Work in this class is distinguished from that of the survey technician, by the greater complexity of the assignments received and by greater independence and responsibility for tasks. Duties include, but are not limited to, the following:

- Review all computations relevant to survey plat and record plat preparation. Includes providing quality assurance checks on all plats prior to submission to county and/or client.
- Keep Office Coordinator/Field Coordinator informed on status of all assigned projects and tasks. Provide client/Project Manager coordination of work requests; maintain communication during work activities to include status updates and relay of project concerns and/or milestones.
- Establish and maintain client contact, to include cultivating new client and work opportunities, maintaining contact with existing clients and meeting their survey and mapping related needs.
- Boundary analysis calculations
- Layout of ALTA Survey map sheets
- Layout of record map sheets (Final Maps, Parcel Maps & Records of Survey)
- Layout of Final map and Parcel Map signature sheets
- Draft legal descriptions and layout exhibit maps
- Assist Land Survey Manager in preparation of project budgets and schedules
- Prepare cutsheets using field data along with the design information

#### **Minimum Qualifications Required:**

- High School diploma or equivalent
- Associates Degree or Bachelor Degree in related field desirable
- 5+ years of progressive work experience in both office & field survey
- LSIT required
- Working knowledge of modern survey methods
- Knowledge of modern survey field equipment
- AutoCAD Civil3D required – minimum of 2 years' experience.

- Carlson product experience, including Carlson Survey and Civil for AutoCAD
- Knowledge of Trimble Business Center and Trimble survey equipment
- Working knowledge of Microsoft Office
- Requires the ability to develop and maintain effective working relationships with supervisors, subordinates, and related personnel.

**Reporting Relationship:**

The Survey Assistant will report to the Land Survey Manager.

**Expectations:**

We're a firm looking for other self-motivated staff willing to push the 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 drawings within a scope appropriate timeframe. Your inclusion in our firm is a welcome into our team and family. We look forward to meeting you.