



*Delivering excellence through experience*

1672 Donlon Street  
Ventura, CA 93003  
Local 805 654-6977  
Fax 805 654-6979  
www.jdscivil.com

## **JOB DESCRIPTION**

### **SURVEY TECHNICIAN II**

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#### **Overall Responsibilities:**

Under general supervision, individual will assist the Land Survey Department in plan preparation for development construction and survey projects. Work in this class is distinguished from that of the Survey Technician I, by the greater complexity of the assignments received and by greater independence and responsibility for projects. Primary duties are as follows:

- Assist Field Survey Manager in preparation of staking plans and office calcs using civil plans and CAD files.
- Prepare cutsheets and as-staked drawings using field data along with the design information.
- May act as a survey Chainman.
- Prepare all types of survey drawings and documents using company CAD standards, templates, and blocks.
- Establish and maintain client contact, including cultivating new client and work opportunities, maintaining contact with existing clients and meeting their survey and mapping related needs.
- Prepare drawing check plots and address “red-line” markups promptly and completely.
- 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.

#### **Reporting Relationship:**

The Survey Technician II will report to the Field Survey Manager or the Licensed Land Surveyor.

#### **Expectations & Qualities:**

Individual will complete projects assigned by the Field Survey Manager and Licensed Land Surveyor. Will maintain effective working relationships with managers and co-workers. Will be a team player. Will use Jensen Design & Survey, Inc. AutoCAD standards when drawing. Will be responsible for accuracy and completeness of drawings. Will also be responsible for completing work on time and within the projected time frame. Individual must be a self motivated problem solver who works well under pressure. Individual will be faced with demands from clients, supervisors, agencies, co-workers and subordinates. Excellent organizational skills are necessary to be able to juggle multiple projects, each with schedules and budgets. Must be willing to work extra hours at times when project deadlines dictate.

#### **Experience:**

The Survey Technician II must have a high school diploma or equivalent. Must also have three years experience and/or equivalent technical training. May either hold the title of Land Surveyor-in-Training



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(LSIT) or be actively pursuing said title. Must have working knowledge of COGO based computer programs. Experience with Civil 3D and Trimble software is required. Knowledge of Microsoft Office is also required.