



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

JOB DESCRIPTION

SURVEY TECHNICIAN I

Pay Scale: \$33.33/hr - \$56.52/hr

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:

- Prepare all types of survey drawings and documents using company CAD standards, templates and blocks
- Prepare cutsheets using field data along with the design information
- Prepare drawing check plots for Coordinator and the certifying Professional Surveyor Address "red-line" markups promptly and completely
- Ensure all projects are completed with respect to the company policy and production standards
- 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 request' maintain communication during work activities to include status updates and relay of project concerns and/or milestones.

Reporting Relationship:

The Survey Technician I will report to a Licensed Surveyor.

Expectations:

The Survey Technician I must have a high school diploma or equivalent and must have practical knowledge in mathematics and surveying. Must be skilled in AutoCAD and Civil 3D. An Associates of Science degree in an engineering related field is preferred. Knowledge of GIS is preferred.

Experience & Qualities:

Individual will complete projects assigned by the Licensed Land Surveyor. Will maintain effective working relationships with managers and co-workers. Will be a team player. Will use Jensen Design &



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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.