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Office Survey Technician

– Statewide, Utah

Employment Type **Full-Time**

Minimum Experience **Mid-level**

About the Position

As an Office Survey Technician, you will utilize your technical knowledge and field experience to ensure the accomplishment of goals and objectives of projects.

Department: Survey

Position Type: Full-time

Organizational Relationships:

- Accountable to the Office Survey Manager
- Indirectly accountable to Project Management and Office Management for projects
- Effectively communicate and coordinate with the Survey Department Manager, Survey Technical Manager & Practice Leader, Survey Office Manager, Office Manager, Project Managers, and all Survey Department Team Members

Primary

In your role as Office Survey Technician, you will be part of our growing team by performing the functions and duties listed below:

Responsibilities:**Technical**

- Understand and follow all instructions on the Survey Request Form
- Compute and resolve boundaries
- Generate contour maps and alignments
- Handle all aerial survey data
- Conduct research of previous survey evidence, maps, deeds, physical evidence, and other records to obtain data needed based upon direction from the Survey Technical Manager & Practice Leader, Survey Department Manager, or Project Management
- Write legal descriptions for a variety of legal instruments
- Solve various Survey related mathematical problems utilizing scientific calculators and COGO routines
- Work with Survey Office Manager and Survey Technical Manager & Practice Leader to apply knowledge of Survey and Boundary laws and applicable state, county, and local laws, statutes, and regulations to projects
- Understand field notes, sketches, and project parameters
- Reinforce our firm's reputation as thought leaders by researching and understanding new software, advancing and disruptive technology, equipment, materials, practice methods, as well as market trends and competition
- Based on above, report insights and make recommendations to the Survey Department Manager and Office Manager
- Participate in the development of new services, practice methods, policies, and standards in conjunction with the Survey Department Manager and Survey Technical Manager & Practice Leader

Project & Client Management

- Serve as a catalyst for communication, collaboration, and team building within the Office Survey Department, consistently demonstrating our firm's commitment to our team members and clients

- Enforce and support our standards for consistent and superior client management and professional service delivery, as well as technical excellence
- Communicate regularly with and proactively advise the Office Survey Manager of any significant challenge that occurs during a project
- Attend team coordination and project coordination meetings
- Nurture existing client relationships with a personalized, rural touch and humble and consistent communication, and by always doing the right thing

Marketing & Business Development

- Strengthen our reputation as the go-to source by coordinating with Office Survey Manager to execute marketing strategies for reaching new potential clients, involving Practice Leaders and/or other technical expertise as necessary to reinforce our firm as thought leaders
- Participate in the plan for civic and community leadership and overall engagement in the community for the Survey Department and ensure participation of Office Survey Team Members
- Responsible for new business development activities that enhance and expand our existing client relationships and cultivation of new relationships
- Pursue potential clients in conjunction with the Office Management, Department Management, Project Management, and other team members
- Ensure effective transition of new projects from Survey Department Manager and Survey Technical Manager & Practice Leader to Office Survey Team Members

Other

- Participate in Office, Department, and alma mater recruitment efforts

Performs other related duties as assigned by Office Survey Manager.

Experience & Certifications Required:

- Associate's Degree or equivalent experience
- 3+ years of managing, supervising, and directing survey crews
- Proven track record of successfully working in a team environment

Knowledge, Skills, and Abilities:

- Excellent interpersonal skills
- Self-motivated with the ability to work under limited supervision
- Energetic and flexible in order to perform in fast-paced environment and resolve challenges
- Confident and forward thinking
- Handles multiple tasks under pressure and prioritizes responsibilities
- Demonstrates outstanding verbal and written communication skills
- Proficient in MS Word, Excel, and Outlook, as well as AutoCAD, Trimble Business Center, Microstation, and with survey equipment
- Ability to integrate above software with others as needed

Supplemental Information:

Other Requirements

Valid driver's license and acceptable MVR

Occasional air travel required

Additional Preferences

Proficiency in Deltek Vision and project management delivery process tools

Physical Requirements

The team member must frequently lift and/or move up to 50 pounds and occasionally move up to 75 pounds.

Working Conditions

Typically, in an office or mobile office environment with frequent visits to client and project sites. In addition, the team member may be required to visit project sites in various weather conditions and extremes if needed. The use of special safety precautions and/or equipment may be required.

The team member will be required to attend client meetings at night, occasionally work at night or during alternate working hours, and occasionally travel overnight for out of town projects and/or to other offices.