

SGC Engineering, LLC

Senior Survey Technician

SGC Engineering (SGC) is seeking to add a **Senior Survey Technician** to support project efforts out of our growing office located in Woodstock, Georgia.

General Characteristics:

This is an intermediate to advanced level technical survey position. The Senior Survey Technician is responsible for fully understanding and utilizing the companies QA/QC procedures and standard operating procedures to collect and manage digital and manual survey data and create professional surveying notes in order to generate accurate and complete plans and reports. This position, at times, may become a supervisory role on smaller less complex projects when directed by a supervisor. This position is designed to prepare and motivate a career-oriented individual to the role of Project Surveyor. Concentration should be placed on mentoring and managing survey technicians.

Direction Required:

Supervisor reviews assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives supervision on new aspects of assignments.

Typical Duties and Responsibilities:

- Perform least square adjustments and statistical analysis on data.
- Perform minor drafting / importation of data to generate linework and symbology.
- Prepare field worksheets, design coordinates file translations and data-collector uploads.
- Follow QA/QC procedures and standards of practice to ensure accurate and complete information is generated for producing reports and plans.
- Assist in proposal preparation
- Oversee and assist in the care and maintenance of all field equipment. Develop and manage routine maintenance schedules with peers to ensure all equipment is in proper working order to successfully accomplish the tasks at hand.
- Promote organization and cleanliness of survey equipment, equipment room and all company-owned survey vehicles.
- Provide proper notification regarding the status of supplies that are running low. Order and pickup consumables - flagging, wood, steel and other field supplies with authorization from a supervisor.

Required Skills:

- All Survey Technician skills are developed.
- Ability to read and understand construction and architectural plans and use plans to prepare for field layout.
- Knowledge and proper use of all field equipment and office download software.
- Knowledge and use of Personal Computers, Windows and DOS operating systems.
- Knowledge and use of Coordinate Geometry for calculations.

- Able to utilize adjustment software to perform least square adjustments and statistical analysis on data.
- Proper project folder management.

Curriculum for Advancement:

- Read, interpret, and understand “complex and large scale” construction and architectural plans and use them to prepare for field layout.
- Use plans in field to make adjustments and revise methods on layout projects.
- Manage surveying needs on a large construction site.
- Develop reconnaissance skills through deed analysis.
- Develop land records research skills.
- Develop ability to organize and execute multiple tasks concurrently.
- Become proficient in correspondence skills to include memo’s, reports, e-mailing, outlines, fax’s, and transmittals.
- Improve oral communication skills.
- Become proficient in the use of Microsoft Office Suite.
- Become proficient in the use of AutoCAD and Land Development Desktop to prepare plans from the data collected.

Client Contact:

Limited client contact under supervision or with direction

Responsibility for Direction of Others:

Typically assisted by Survey Technician

May lead all field and some office components of projects.

Education / Training:

Bachelors or Associates degree in engineering or surveying from an ABET accredited curriculum with one year of related experience or 4 years of related experience.

Registration Status:

- Certified Survey Technician through the National Society of Professional Surveyors – ACSM preferred
- PLS, LSIT or eligible to sit for the exam within 3 years preferred.

If interested, please send cover letter and resume to HR@sgceng.com