

Job Title: Survey Technician I

Reports To: Group Manager

Job Purpose:

The Survey Technician I position is an entry level position. In this position, the Survey Technician learns to plan, survey, design, and draft projects for ASG Clients. The Survey Technician I is responsible for taking their field notes from the field visit and transmitting them to a Drafting Technician so they can be uploaded into the appropriate client system. The Survey Technician I require direct supervision to perform these responsibilities.

Duties and Responsibilities:

- Under direct supervision, prepares routine field notes for projects, including the preparation of various drawings of structures and equipment systems derived from layouts, sketches and field visits.
- Follows established technical specifications to prepare drawings.
- Consults with designers and engineers regarding model accuracy, design, and drafting standards.
- Job includes traveling to commissioned work sites and surveying the area.
- Survey Technicians may be responsible for client and customer contact and obtaining permission to visit the commissioned sites.
- May also be responsible for sketching schematics during or immediately following a field survey.
- Works under immediate supervision.
- Provides Quality Assurance to projects.

Qualifications:

- 0-6 months drafting, surveying and/or Site work experience a plus.
- Ability to learn to read and understand architectural / engineering drawings.
- Ability to learn to manage, organize and layout drawing requirements.
- Understanding architectural and construction detailing after training
- Proficient with Microsoft Office suite of products
- Excellent verbal, written, phone, and interpersonal skills.
- Proven strong analytic / problem solving skills.
- Ability to work in a fast-paced high-volume work environment.
- Dependable, flexibility to work weekends and holidays, as needed.
- Ability to be on-call, as needed.
- Work under immediate supervision while training

Working Conditions:

Field work to accomplish the project.

Physical Requirements:

- Ability to walk and climb stairs.
- May be required to climb ladders.
- Ability to lift and move objects typically <50 lbs
- Ability to sit and / or stand for reasonable periods.
- Driver's License with clean driving record

Direct Reports:

None

Pay Definition/Metrics:

Non- Exempt- Hourly