

Senior Cad / Technician

POSITION INFORMATION

Position Information Summary: Provide land surveying knowledge and required procedures to assist in the planning, implementation, correction and quality review to complete assigned tasks. Able to perform and/or review such technical procedures and knowledge of topographic, boundary and route surveys and not limited to other survey functions as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES

- Prepares and/or reviews field files as downloaded.
- Work with others to complete assigned tasks.
- Process survey data, import data into Microstation and AutoCAD.
- Become proficient in CAD.
- Communicate with Division leaders for understanding of project scope.
- Coordinate with other engineers and surveyors on project requirements.
- Prepare base and detailed drawings in accordance with project requirements.
- Maintain requirements of ODOT, OTIC, local County and City CAD Standards, Standard Drawings and Location and Design Manuals.
- Assist with maintaining company survey software compliance.
- Complete other survey tasks as assigned.
- Perform field work assignments within time constraints.
- Perform office work assignments within time constraints.
- Familiar with survey field equipment and its standard of care.
- Work in a safe manner, abide to local, company and client safety requirements.
- Conduct themselves in a professional manner.
- Overnight/out of town work is required.

SKILL SET

- Proficient in Microstation, GEOPAK and Microsoft Office Products Suite
- Experience with AutoCAD and Civil 3D
- Proficient knowledge of land surveying and Trimble Business Center
- Must be well organized and manage deadlines
- Able to work on various size projects
- Ability to travel, including overnight as needed
- Professional demeanor
- Familiar with survey field equipment and care
- Ability to communicate effectively
- Valid Driver's License required

EDUCATION

- Degree preferred, or equivalent training with 6 years of surveying experience