

**Job Title:** Surveyor-in-Training (SIT)/Senior Survey Technician

**Job Location:** Allen, TX

**Requirements:**

Education/Training: Bachelor's Degree or Associate's Degree in Surveying preferred

Experience: 4-8 years' land surveying experience; field experience is required

Registration: SIT Certification preferred

**JOB DESCRIPTION:**

Established Civil Engineering and Surveying firm is seeking a SIT/Senior Survey Technician with experience in the public and private sector including boundary surveys, topographic mapping, construction layout, geodetic and control surveys, aerial photogrammetry, GIS services, route surveys, and as-built surveys.

Responsibilities include planning, organizing, and performing land surveys under the supervision of a RPLS, including:

- Research of existing record information, including record maps, plans, deeds, easements, and right-of-way documents; and maintains field data records, survey project files, and indexing systems.
- Compiling record data to create a working drawing for survey crews and processing field data from the field crews.
- Supervision of a field survey crews engaged in making plane and/or geodetic surveys for construction, topographic, boundary, right-of-way, and control survey projects; participates in pre-survey planning meetings with project managers, engineers, and contractor representatives; assigns and monitors work, and provides input for evaluation of members of field survey staff; and instructs and trains survey crew in survey and mapping methods, use of equipment, and field safety procedures.
- Preparing metes and bounds descriptions, parcel maps, boundary maps, deed sketches, and closure sheets.
- Performing complex surveying calculations and analyzes raw data for mathematical closure and geometric accuracy; provides survey information for Geographic Information System (GIS); and prepares finished grade sheets, topographic maps, records of survey, corner records, and other survey reports.
- Meeting scheduled milestones in close coordination with project manager and other project staff.
- Maintaining professional and technical knowledge by attending education workshops; reviewing professional publications; establishing personal networks; and, participating in professional societies.
- Implementation of QA/QC process and review of work products.
- Other duties as assigned.

**JOB QUALIFICATIONS:**

- Familiarity with TxDOT practice is preferred. Experience with Oklahoma DOT is a plus.
- Proficient in Autodesk Civil 3D, Microstation, GeoPak, and ProjectWise softwares; OpenRoads experience is a plus.
- Proficient with Microsoft Office programs (Word, Excel, Outlook, Teams, etc.).
- Proficient with data collection using GPS and Robotic Total Station equipment.
- Ability to assist with coordinating, training, and performance evaluation of crew members.
- Thorough knowledge and adherence to Surveyor ethics, surveying principles, and practices of surveying.
- Knowledge of safety principles, practices, and equipment related to survey work; enforce safety practices.

- Detail oriented and ability to explain technical concepts to others and provide constructive feedback.
- Strong oral and written communication skills.
- Strong sense of time management and ability to prioritize and manage tasks on concurrent assignments in a fast-paced environment.
- Ability to work on a team and communicate professionally and in a timely manner. Professional attitude and appearance required.
- Clean driving record and valid driver's license is required.
- Must pass pre-employment drug screening and background check.

WHE offers a benefit and compensation package competitive with large firms including medical, dental, vision, life insurance, 401K, and paid time off. We are looking for dedicated and motivated employees to perform quality surveys and work alongside our staff to help us grow the business in Texas and Oklahoma to meet our strategic plans. There are opportunities for advancement as the company grows.

Work is expected to be performed in the field and office.

*It is the policy of White Hawk Engineering & Design, LLC (WHE) to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. We support the EEOC's Vision of respectful and inclusive workplaces with equal employment opportunity for all.*