



Document Type: Position Description

JOB TITLE: Survey Technician	REV DATE: 10/30/17
REPORTS TO: Survey Manager	FLSA Classification:

SUMMARY:

Hoskin Ryan Consultants, Inc. is a premier Arizona-based engineering firm specializing in hydrology, civil engineering and surveying. We are dedicated to delivering ethical, reliable, high quality services to our clients based on innovation, while sustaining a challenging and rewarding work environment for our greatest assets, our employees. We are looking for exceptional candidates to join our team. We offer the opportunity to advance your career and become part of our well-respected company.

Essential Duties and Responsibilities:

- Use Computer Aided Design and Drafting systems to prepare final plats, record of surveys, ALTA/NSPS surveys, topographic surveys, boundary surveys, legal descriptions for public and private projects
- Knowledge of construction staking calculation requirements, including reading plans, specifications or details, and as-builts
- Ability to learn and conform to company CAD standards
- Process survey field notes, perform survey related research, and compile site related information
- Solid management skills, self-motivated, and possess a strong ability to meet deadlines, satisfy clients, and solve complex problems
- Performs other duties as assigned

Required Experience and Skills:

- High school diploma or G.E.D equivalent but Certificate and/or Associates Degree in Drafting Technology, Land Surveying or related preferred
- Minimum of two (2) years of survey knowledge
- Minimum of five (5) years of survey specific CAD experience using AutoCAD Civil 3D (2014 or newer), ability to utilize Civil 3D Parcel Manager, Alignments, Surface, Points and Styles
- Experience with Trimble Business Center (TBC) Trimble Office Software, GPS Support Software, and Geodetic Transformations
- Computer skills: Must be proficient in Microsoft Word, Excel, Outlook, and Google Earth
- Experience with field surveying including the use of data collection
- Excellent communication, interpersonal and problem-solving skills
- Ability to work with a team or independently as needed
- Ability to work above 40 hours as needed
- Willingness/ability to assume increased responsibilities when presented



Benefits:

- Competitive pay
- Generous PTO plan
- Paid holidays
- Flexible schedules including ½ day Friday's
- Health, Dental, Vision
- 401(k) with employer matching
- LTD/STD/Life Insurance
- In-house training events
- Employee Appreciation events

EOE/Minorities/Females/Protected Veterans/Disabled

Job Location: Phoenix, AZ / Prescott, AZ