



**POSITION DESCRIPTION:
SURVEY CREW MEMBER**

POSITION PURPOSE

We depend on Surveying to ensure order in the physical world around us. Surveyors play an integral role in land development, from the planning and design of land subdivisions through to the final construction of roads, utilities, and landscaping. Surveyors are among good company, working closely with their peers in the fields of engineering, architecture, geology, and planning. Survey teams are the first people on any construction site, measuring and mapping the land. These primary measurements are then used by engineers to plan structures accurately and safely, ensuring buildings not only fit with the landscape but are able to be constructed. These measurements are also used by Landscape Architects to understand and make the most of the unique landscape when designing. It is essential to QK that Survey Crew Members provide these critical services.

WHAT YOU'LL DO

ESSENTIAL TASKS AND RESPONSIBILITIES

- Hold level rod or distance meter reflector at designated points to assist in determining elevation
- Lay out stakes for map making, construction, land and other surveys
- Call out reading or write station number and reading in notebook
- Mark points of measurement with elevation, station or other identifying mark
- Measure distance between survey points using surveyor tapes or electronic distance measuring equipment
- Mark measuring points with keel, paint, sticks, scratches, tacks, stakes, or monuments
- Place stakes at designated points and drive them into the ground, sometimes at a specific elevation, using sledge hammer
- Cut and clear brush and trees from line of survey using brush hook, knife, ax or other cutting tools
- Obtain data pertaining to angles, elevations, control points and contours used for construction, map making and other purposes
- Compile notes, sketches, records of data obtained, and work performed
- Responsible for the operation and maintenance of survey equipment
- Take field notes when appropriate and collects field data
- Provide support to the project team in all aspects of production
- Billable production: minimum of 85%
- Other duties as assigned or as needed in order to successfully complete project deliverables or meet internal goals

WHO WE NEED

ESSENTIAL SKILLS AND ABILITIES

- Ability to read maps and plans
- Ability to use survey equipment, data collectors and hand-held calculators
- Ability to work well with others (as a team member) and alone
- Ability to communicate well with other staff to accomplish team goals
- Visual acuity and manual dexterity
- Ability to perform repetitive wrist and hand motions required



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- Ability to sit, bend, or stand for extended periods and walk up to 8 miles per day
- Ability to carry up to 40 pounds of equipment, sometimes for long distances

PREFERRED SKILLS AND ABILITIES

- Drive to be helpful to internal team members and external clients
- Ability to create strong relationships, including one of a mentor/protégé capacity
- Proven ability to successfully work against a deadline and within constrained budgets
- Ability to motivate others
- Strong critical thinking skills that allow for collaborative innovation in problem solving and project planning
- Ability to teach junior staff both agency and company standards
- Ability to drive one’s own career path, develop relationships with mentors, and seek opportunities for growth
- Able to remain flexible with the ever-changing workload, working conditions and project/agency requirements

EDUCATION

- High school diploma required.
- College-level courses in drafting/civil engineering, surveying, GIS, math (including trigonometry, geometry, coordinate geometry, and algebra,) or work in allied professions preferred

EXPERIENCE

- Three (3) months experience in principles of performing basic surveys: leveling, and construction staking preferred

ORGANIZATIONAL RELATIONSHIPS

The Survey Crew Member works closely with Party Chiefs, Chief of Parties, Survey Techs/Designers, and Project Managers and Group Leaders. The Survey Crew Member should have a strong working relationship with the entire survey team, both locally and companywide. The Survey Crew Member will report to an assigned Team Leader or Group Leader. Survey Crew Members are expected work with all survey team members as well as other staff throughout the entire firm in order to promote our “One Company” philosophy.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: