 Engineering and Land Surveying, P.C.	Survey Technician Job Description		
Standard Reference	7.1.2 & 7.2	Revision	2
Applicable Sites	All sites	Document Owner	President

KC Engineering and Land Surveying, P.C., a multi-discipline consulting engineering firm, is seeking a candidate for a **Survey Technician** in our **Circleville office**. This is a full time position.

The potential candidate must meet the following minimum requirements:

Experience/Qualifications:

- AS in Land Surveying is preferred.
- Qualified for NICET Grade I.
- Minimum 2 years of related experience of survey experience with a Civil Engineering and/or Surveying Firm.
- Experience with Bentley InRoads, Microstation, AutoCAD Civil 3D, Leica Geo-Office, Excel, and MS Word.
- Ability to work in various challenging environments and maintain good physical condition.
- Effective oral, written, problem-solving, organization, and time management skills.

Licenses/Certifications:

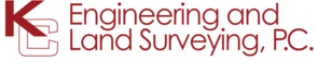
- Must have New York State Driver's License.

The responsibilities of the position are as follows:

The primary work location is at the KC Circleville office. Successful candidates may be required to provide support to other KC offices on an as needed basis.

- Perform record research, construction stakeout, boundary, topographic, transportation, hydrographic, GPS control, and utility surveys.
- Be highly motivated and have the capability to learn and grow with an aggressively expanding firm, with an eye towards eventual licensure.
- Be willing to take direction from the crew chief and have the ability to be a team player.
- Maintain equipment in good working condition, including calibrations and collimations.
- Consistently adhere to safety procedures and to participate in periodic OSHA training.
- Become proficient in CAD programs.

Revision	Description of Change(s)	Reviewed By	Approved By	Date Approved
2	Revised Font & Design (no updated training needed)	<i>Colleen O'Donovan</i>	<i>Joseph A. Hewitt</i>	10/26/2017

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- Have good communication skills and tact for dealing with landowners, contractors, municipal/agency personnel, and the general public.

KC Engineering and Land Surveying, P.C. offers competitive benefits including:

- Health, vision, dental, and LT disability insurance (company pays 85% of the base plan premium)
- ST disability insurance (company pays 100%)
- FSA Medical and Dependent Care Plan
- FSA Commuter Transit program
- 401 (k) Profit Sharing Plan with 100% match up to 4% of gross salary
- Discretionary year-end bonus
- Discretionary year-end profit-sharing up to 6% of gross salary
- Paid vacation (15 days annually – accrued based on start date)
- Flex time (5 days annually – accrued quarterly)
- 8 company-paid Holidays
- KC is an E-Verify company
- KC is an Equal Opportunity Employer

Please note this job description is not designed to cover all duties required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Additional information about KC may be found at: www.kcepc.com




www.facebook.com/kcepc



www.twitter.com/KCEngineeringPC



www.linkedin.com/company/kcepc

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2	Revised Font & Design (no updated training needed)	Colleen O'Donovan		10/26/2017