



PEC+ Job Description

Job Title: Land Survey Tech 3	Exempt/Nonexempt: Nonexempt
Reports to: Sr. Land Surveyor → Director of Surveying → VP of Surveying	Department: Land Surveying
Date: 11/9/2020	Prepared by: Human Resources

Position Overview

This position will review maps, research and field data to compute and produce final surveys and plats. Applicant should have experience in reviewing title insurance reports to assist in documenting the encumbrances and land title issues relating to a specific survey project including boundary surveys, topographic surveys, utility surveys, ALTA/NSPS land title surveys and final plats. This position will be very proficient and have excellent knowledge and understanding of all job responsibilities.

Qualifications & Skills:

- Bachelor's degree in a related field is preferred
- Seeking Surveying Certification preferred
- Knowledge of AutoCAD and Civil3D software
- 3-5 years experience in surveying or related field
- Strong time management and organizational skills
- Excellent communication skills and keen attention to detail

Principal Skills and Responsibilities (Essential Functions):

- Excellent knowledge of how to research and retrieve legal instruments affecting job sites
- Excellent understanding of how to review, reduce and import field data
- Very proficient at computing property lines and easements on properties based on research and matters of record
- Excellent knowledge of how to review all title issues on the surveyed property
- Very proficient at preparing legal descriptions and exhibits for survey-related matters
- Very proficient at how to compute, plot and draft project surveys
- Highly effective at communicating and coordinating with clients and their representatives to ensure a complete, timely and precise product
- Excellent understanding of how to prepare drawings based on templates and the project requirements of the client
- Very proficient at organizing and filing of all items used in the preparation of any work for future recall and verifications
- Excellent knowledge of developing computer-aided design standards



- Very proficient at performing construction plan review and computations, architectural and structural coordination
- Professionally coordinate and collaborate with team members of Land Surveying department to ensure accurate and complete documentation of survey maps and data
- Adhere to all company policies and procedures

Supervision Received:

- Senior Land Surveyor
- Director of Surveying
- Vice President of Surveying

Supervision Exercised:

- None for this position

Planners & Engineers is an Equal Opportunity Employer.

PEC+ is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at PEC+ are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy) or gender, age, physical, mental or sensory disability, sexual orientation, marital status, or any other status protected by laws and/or regulations.