



PEC+ Job Description

Job Title: Land Survey Tech 1	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 have entry-level proficiency and have a basic knowledge and understanding of all job responsibilities while taking/following direction of senior team members.

Qualifications & Skills:

- Bachelor's degree in related field is a plus
- Knowledge of AutoCAD and Civil3D software
- 0-1 year 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):

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

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