

## Job Description

**Title Survey Technician IV • Department(s) Operations - Office • Reports to Project Manager**

### **Job Summary**

The Survey Technician IV is responsible for working on mapping projects, including Record of Surveys, Tentative Maps to Final Maps (both Parcel and Tract Maps), Lot Line Adjustments, Corner Records, Legal Descriptions and Exhibits, Condominium Plans, etc.

### **Summary of Essential Job Function**

1. Strong Knowledge of the use of Civil 3D 2016 and above.
2. Knowledge of the use of Excel and Word.
3. Ability to research property information from county websites (e.g. assessor's parcel maps, record maps, field books, etc.).
4. Expertise to analyze boundaries and establish them to create record of surveys, tract maps and parcel maps.
5. Ability to prepare condominium plans.
6. Familiarly with the PLS Act and Subdivision Map Act.
7. Ability to identify conflicts within documents, maps and drawings.
8. Expertise to identify conflicts between collected field data and existing field conditions.
9. Proficient in the interpretation of legal descriptions.
10. Ability to prepare legal descriptions and exhibits (easements, vacations, dedications, etc.).
11. Knowledge to prepare tentative maps through their final stage (parcel maps and tract maps).
12. Expertise to interact with clients, title officers, developers, lawyers, in the process of finalizing a tract map or parcel map.
13. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively.
14. Relies on experience and judgment to plan and accomplish goals.
15. Follows established technical specifications to prepare drawings and assist in mapping projects.

### **Requirements**

- 1) Have a least 5-7 years of experience in the field on related area
- 2) LSIT and/or EIT certifications preferred
- 3) Must be proficient with Civil 3D
- 4) Familiar with a variety of the field's concepts, practices, and procedures
- 5) Dependable

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.