

# SJB Group, LLC

## JOB DESCRIPTION SURVEY INSTRUMENT MAN

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EXEMPT: No

REPORTS TO: Party Chief/ Project Managers

### SUMMARY

Work as a member of a survey crew performing boundary, topography, ALTA, right-of-way, and construction surveys for public and private clients.

### ESSENTIAL DUTIES / RESPONSIBILITIES:

- Insures the safety of all crew members, clients, and the public.
- Receives assignments from Party Chief.
- Insures that all equipment is loaded and ready to use at the beginning of each day.
- Operates instruments in an accurate and safe manner.
- Insures that all equipment is properly maintained.
- Maintains adequate supplies in the truck.
- Keeps truck and equipment clean and organized.
- Drives to and from jobsites thereby freeing party chief to study job packets.
- Communicates any equipment and supply issues to the Party Chief and the office.
- Directs all questions from the public to the Party Chief.
- Maintains Professional image and client anonymity.
- Assists Party Chief with paper work when required.
- Assists Party Chief in planning daily fieldwork to insure productivity.
- Assists Party Chief with checking downloaded electronic data when required.
- Assists Party chief in checking drawings for accuracy when required.
- Assists Party Chief in tracking expenses for the Accounting Department.
- Insures that all equipment is properly maintained.
- Operates GPS equipment.
- May travel out of town.
- Must possess a valid driver's license.
- Must be able to pass a drug test.

### EDUCATION/ EXPERIENCE:

Two years of experience as Instrument Man with GPS experience preferred. High school diploma or equivalent required.

### LANGUAGE SKILLS:

Ability to read and comprehend instructions, written and verbal correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure.

**REASONING ABILITY:**

Ability to apply commonsense understanding to carry out detailed, but uninvolved, written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to handle, or feel objects, tools, or controls; and talk or hear. The employee is frequently required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. Must have the ability to walk 2-10 miles per day while carrying supplies and equipment. Ability to clear a line with a brush-hook or chain saw.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It will require to work in extreme heat, cold, humid, and rainy weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.