

# **SJB Group, LLC**

## **JOB DESCRIPTION** **Microstation Technician**

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EXEMPT: No

REPORTS TO: Project Manager / Department Manager

### **SUMMARY:**

Coordinates the drafting of projects to ensure that projects are completed within technical, project, and time line constraints.

### **ESSENTIAL DUTIES / RESPONSIBILITIES:**

- Understands and follows the company's standard Microstation procedures for layering, line types, colors, and standard drawing procedures for sheet layout.
- Works under minimum supervision to prepare finished drawings from sketches, notes, layouts, detail, verbal instruction and other input material.
- Performs Microstation functions, drawings and processes field data on various types of Survey maps which include ALTA/ACSM Land Title Survey, Boundary, Topographic, Right of Ways, Lease Boundary Surveys, as well as any other miscellaneous surveys and civil engineering design work.
- Will check drawings for quality assurance purposes.
- May be required to prepare calculations.
- Makes sure drafting assignments are of quality and within budget hours and on schedule.
- Performs research of recorded documents of survey deeds.
- Assists in ensuring compliance with internal corporate total quality control programs for relevant projects.
- Performs assignments as part of a team involved in the planning, organizing, and developing of projects, and maintains proper documentation and reports.
- Inputs information into a Complete Project Database for use by the entire Surveying Department to gather information about past projects as well as information pertaining to future projects.
- Performs all other assigned related duties.

### **EDUCATION/ EXPERIENCE:**

Three to four years' experience with the above responsibilities preferred with an associate's degree or higher. Must have experience with Bentley Microstation V&I, Bentley InRoad, CAD Conform, AutoCAD, and/or Civil3D. Experience with Bentley OpenRoads Designer is a plus.

### **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, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**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 sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.