



## Position Description

<b>I. GENERAL INFORMATION</b>	
<b>Job Title:</b> Survey Field Technician/Crew Chief/Party Chief	<b>Date:</b> October 1, 2023
<b>Department:</b> Field Crew	<b>Location:</b> Bowie, Texas

<b>II. POSITION SUMMARY</b>
<p>Primary Roles</p> <ul style="list-style-type: none"> <li>• Responsible for the direct supervision and operations of the survey field crew</li> <li>• Ensure surveys are compliant with the Practice Acts and Rules of the Texas Board of Professional Engineers and Land Surveyors in addition to Walters Land Surveying, LLC standards and requirements</li> <li>• Creating accurate and detailed field notes in junction with the collection of data coordinated between the research department and field operations</li> <li>• Strong technical knowledge of survey field equipment and data collection processes</li> <li>• Subject matter expert related to the principles of land surveying with regards to rural property, subdivisions, topography, and more</li> <li>• Performs mathematical calculations and checking of field data</li> <li>• Ability to read and understand survey plats, working sketches, ROW maps, subdivision plats, and patents</li> <li>• Engage with team members and inspire a sense of energy, ownership and personal commitment to the work</li> </ul>

<b>III. LATITUDE</b>
<p>This position will have the latitude to make recommendations, develop solutions and take action to drive continuous improvement in order to enhance overall business</p>

<b>IV. EDUCATION</b>	
X	High School graduation or equivalent (GED or another certificate)
X	Associate’s Degree, Technical School diploma, or another two-year program preferred.
	Bachelor’s Degree (BS, BA, etc.)
	Master’s Degree or equivalent (MS, MBA, JD, etc.)
	Other

<b>V. SPECIAL TRAINING, LICENSURE, OR CREDENTIAL OR SPECIALIZED EXPERTISE</b>	
No specific licenses or certifications required	

<b>VI. EXPERIENCE</b>	
Minimum 2 years of experience preferred as a Crew Chief/ Party Chief.	

<b>VII. TRAVEL REQUIREMENT</b>	
	<b>None or Some</b> – Infrequent travel of short to moderate duration; typically does not include remote or hazardous locations; typically travel is to planned events or meetings.
X	<b>Moderate</b> – Occasional travel which may be planned or on short notice. A requirement of the job, but not a significant job component.
	<b>Significant</b> – Frequent travel on short notice; travel is an integral part of successful job performance; may be required to travel to remote or hazardous locations.
Comments:	

<b>VIII. WORK SCHEDULE</b>	
X	<b>Typical</b> - Position may occasionally work past the normal workday and/or may occasionally perform some work on weekends as is typical of most employees. Not significant intrusion into personal or family life.
	<b>Moderate</b> – Position regularly works additional hours during the week or on weekends and evenings; responsibilities of position may require telephone contact at unusual hours. Requirement is to the extent that there is some intrusion into personal or family life.
	<b>Significant</b> – Position by its nature is required to be available on a constant basis with frequent global contacts at unusual hours on a 7-day basis. Work schedule is an integral part of successful job performance.
Comments:	

<b>IX. PHYSICAL REQUIREMENTS</b>	
	<b>Sedentary</b> – Work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like files; walking and standing are required occasionally.
	<b>Light</b> – Work involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds; requires a good deal of walking or standing.
X	<b>Medium</b> – Work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds.
	<b>Heavy</b> – Work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds.

Comments:

**X. BENEFITS**

**Pay:** Based upon experience

**Sick Leave:** 5 days per year, accrued after 1 year from start date with no carry over days

**Probation Period:** 90 days from start date

**Vacation Leave:** 5 days per year, accrued after 1 year from start date with no carry over days, in addition to major holiday pay

**Tuition Reimbursement/Professional Development:** Tuition reimbursement for surveying related courses, in addition to financial support for Surveyor In Training (SIT) and RPLS certification.