



Survey Draftsperson

February 7, 2018

JOB SUMMARY

A Y2's Survey Draftsperson will complete drafting of Existing Conditions Surveys, Boundary Surveys, ALTA/NSPS Surveys and Map of Surveys. He or she will set up construction staking jobs using data from engineers and architects. The draftsperson will collaborate with others within the department and company to ensure that projects are completed to company standards and within budget and timeline constraints. He or she will advise on suggestions for changes to procedures that could help to improve efficiency and client satisfaction. Billable expectation is 85%.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES

1) *Office Duties*

- a) Complete drafting tasks while complying with established company procedures.
- b) Complete FEMA applications, Water Rights applications and other survey related applications for review by Survey Department Manager.
- c) Thoroughly understand the scope of the project. If duties are not made clear by the Survey Department Manager, then the Survey Draftsperson will ask questions necessary to understand and to properly execute the task at hand.
- d) Reports to and communicates daily with the Survey Department Manager. **Communication is key to keeping projects on schedule and within the budget.**
- e) Keep clear and accurate log of daily progress.
- f) Record time entry daily or by following day at 9AM.
- g) Communicate with the Survey Department Manager to report any problems or delays.
- g) Portray a **professional appearance** by wearing the appropriate clothing for the work environment.
- h) If possible, provide notice (48 hours preferably) when he needs to leave early or show up late for personal business. This is especially important on construction staking projects where the client or their representatives are present daily.
- i) Train and mentor junior Survey Draftspeople.
- j) Performs all other assigned duties.

2) *Field Duties*

- a) Perform quality checks of drafted maps when requested by the Survey Department Manager.

3) *Work with Project Team Members; Serve as Interface with Clients.*

- a) Maintain a positive working relationship with team members.
- b) Collaborate with Managers to prioritize projects, workloads and needs.
- c) Communicate with clients as directed by Survey Department Manager.

4) *Service to the Company, Community, and Profession*

- a) Engage in appropriate behavior and/or conduct that is consistent with continued growth of Y2.
- b) Refrain from public activities or behavior that could undermine or conflict with the goals and interests of the firm and/or our Client(s).
- c) Participate in marketing efforts.
- d) Develop client and professional networks through professional associations and committees--promote the professional standing of the firm through those networks.

5) *Other*

- a) Duties as they develop and are assigned.

TO APPLY:

Send **cover letter**, **resume** and **three references** to jobs@y2consultants.com. The subject line should be the title of the position you are applying for.