



CAD Technician – Land Surveying

Florida Design Consultants, Inc. offers a competitive salary commensurate with skills and experience.

Responsibilities and Duties

- Works from notes, sketches, maps, and other material to develop drawings for boundary surveys, topographic surveys, ALTNNSPS Land Title Surveys, Utility Record Surveys, and Legal Descriptions and Sketches with moderate supervision.
- Ability to interpret the design engineer's intent from the various project documents to calculate proposed improvements for construction layout.
- Draft/Prepare Final Site and Utility Record Surveys.
- Perform quantity and earthwork volume takeoffs.
- Prepare Mapping Deliverables including generating surfaces.
- Maintain relationships with colleagues and stakeholders to facilitate the successful completion of the projects.
- Understand project documentation including Plans and Specifications.
- Recognize errors and understand the processes to resolve them.
- Flexible and adaptable to change.
- Review and process results of field survey data including the shape, contour, location, elevation, and dimensions of land features, improvements, and boundaries.
- Search public records to obtain information about property boundaries and areas to be surveyed.
- Prepare metes and bounds legal descriptions of property boundary surveys for use in deeds, easements, or other legal documents.
- Ensure schedules and productivity objectives set by a supervisor for the preparation of survey plats and drawings are achieved.
- Adheres to company standards.

Required Knowledge & Technical Skills

- High School Diploma or equivalent. May have a college or technical school degree. Must be proficient in applications such as AutoCAD Civil 3D, Trimble Business Center, and Microsoft Office.
- Must have a basic background in Land Surveying/Geomatics.
- Previous construction, construction surveying, or engineering-related experience is required.
- Has a general understanding of design and drawing format and content requirements from local jurisdictions. Has familiarity with agencies to record or retrieve documents, plats, or deeds.
- Minimum 3 years of office experience in Land Surveying applications required. Local candidates only.
- Proficient in the use of CAD/Design/Takeoff-related software required. (Trimble Business Center, AutoCAD Civil 3D, etc.)
- Excellent written and verbal communication.

Interpersonal/Office Skills:

- Ability to work in a multi-disciplinary team environment
- Ability to work on several projects simultaneously.
- Positive work ethic
- Punctuality
- Ability to meet given project and production deadlines.