



Yurok Tribe

Job Description

JOB TITLE:	Survey and Mapping Technician I		
JOB GRADE:	4	REPORTS TO:	Survey Manager/Senior Engineer
STATUS:	Non-Exempt	LOCATION:	Arcata
DEPARTMENT:	Fisheries	DIVISION:	Natural Resources
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$18.15-\$23.68		

POSITION SUMMARY:

Incumbent is under the direct supervision of the Survey Manager or Senior Engineer and assists in duties executing routine field survey tasks including but not limited to topographic data collection, construction staking, establishment of ground control and quality assurance and quality control data collection. This position requires ninety percent in the field and ten percent office preparation. Field surveys will be conducted throughout the Klamath River and Sacramento River Basins and is physically demanding. Incumbents should be prepared to work long days as fieldwork may take place in remote areas or on projects with time constraints.

DUTIES AND RESPONSIBILITIES:

1. Assists in conducting field surveys.
2. Sets up and operates various types of survey equipment.
3. Sets and makes construction stakes, using lath and other markers.
4. "Rod person" - point setting and brushing line of site.
5. Hikes in rugged terrain and assists in carrying supplies and equipment to work sites.
6. Helps ensure vehicles and equipment are maintained and in good working condition.
7. Works closely with teammates to gain understanding of project requirements.
8. Communicates effectively with survey team members.
9. May assist in performing non-complex office and field survey calculations.
10. Reviews and interprets survey maps and construction drawings.
11. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

1. Able to read and understand construction plans and contour maps.
2. Must have a basic understanding of survey equipment including total stations, survey grade GPS, and trigonometry.
3. Be detail oriented and organized.
4. Must have basic knowledge of computer technology.
5. Able to take instruction, learn and develop skill sets.
6. Able to work and think independently.
7. Able to problem solve and make sound independent decisions.
8. Possess a strong work ethic, be energetic, dedicated and enjoy working outside.
9. Have excellent verbal and written communication skills.
10. Have high school diploma or GED (college education/degree preferred)

11. Have a flexible schedule and able to work early/late and on weekends, as needed.
12. Ability to walk/hike on trails or rugged terrain.
13. Good physical condition.
14. Ability to operate a four-wheel drive vehicle and an all-terrain vehicle in a safe manner.
15. Ability to establish and maintain cooperative working relationships with the community.
16. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.
17. Valid State issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.

EDUCATION/EXPERIENCE:

1. GRADE 4: High school diploma or equivalent (GED) with one (1) year job specified experience or enrolled in an engineering or Survey degree program and six (6) months general experience with construction, GIS, or field surveying experience.
2. Candidates with equivalent combinations of education, training and experience will be considered.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and

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procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

