

YUROK TRIBE-JOB DESCRIPTION
Survey and Mapping Technician I

Job Title:	Survey and Mapping Technician I				
Job Grade:	4	FLSA Status:	Non-Exempt	Location:	Arcata, CA
Department:	Fisheries-Design and Technical Services Program		Division:	Natural Resources	
Reports To:	Survey Manager/Senior Engineer				
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$17.04-\$22.23				

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. Incumbent should be prepared to work long days as field work 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. May be assigned other duties as required to meet the needs of the organization.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

MINIMUM QUALIFICATIONS:

1. Have high school diploma or GED (Enrolled in an Engineering/Survey program preferred) or have demonstrated work experience.
2. Able to read and understanding construction plans and contour maps.
3. Must have a basic understanding of survey equipment including total stations, survey grade GPS, and trigonometry.
4. Be detail oriented and organized.

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5. Must have basic knowledge of computer technology.
6. Able to take instruction, learn and develop skill sets.
7. Able to work and think independently.
8. Able to problem solve and make sound independent decisions.
9. Possess a strong work ethic, be energetic, dedicated and enjoy working outside
10. Have excellent verbal and written communication skills
11. Have high school diploma or GED (college education/degree preferred)
12. Have a flexible schedule and able to work early/late and on weekends, as needed
13. Ability to walk/hike on trails or rugged terrain.
14. Good physical condition.
15. Ability to operate a four-wheel drive vehicle and an all-terrain vehicle in a safe manner.
16. Ability to establish and maintain cooperative working relationships with the community.

EDUCATION/EXPERIENCE:

GRADE 4: Enrolled in an engineering or Survey degree program and six (6) months general experience with construction, GIS, or field surveying experience.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. May be subject to a comprehensive background check.
3. All applicants will acknowledge and follow all Yurok Tribe personnel and other policies and procedures.
4. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
5. Must have a valid state issued driver's license (CA or OR) and be insurable on the Tribe's insurance policy.
6. 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.
7. 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 and/or the ability to think "on the fly" using situational awareness.
8. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds, have stamina and sufficient physical ability and dexterity to accomplish fieldwork that includes strenuous exertion, inclement weather and long hours in the field.
9. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).

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- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- 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. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date