

H.A. McCoy Engineering & Surveying is seeking a permanent full-time office technician to support the Survey manager, a Survey Crew Leader, and a Field Assistant. This is an excellent career opportunity for motivated hardworking individuals, good written and oral communication skills, and good references. We offer a supportive work environment, benefits package, and outstanding opportunity for personal and professional growth. H.A. McCoy is a multi-disciplined consulting firm specializing in civil engineering, surveying, and planning in Central Oregon.

Office Technician:

This would be generally an office position with occasional field work due to workload. General duties would be as follows:

- Project research, preparing budgets
- Crew coordination and scheduling
- Construction staking calculations
- Functions in an AutoCAD environment
- Preparing legal descriptions and exhibit maps
- Preparing Topographical survey maps
- Assist with land use applications and accompanying documents
- Prepare ALTA/NSPS Survey maps
- Preparing Records of Surveys, Partition Plats, Subdivision Plats
- Preparing DTM's and machine control files for contractors using Topcon and Trimble GPS Systems

Survey Crew Leader: (preferred to have 2-4 years of experience)

Job Functions & Responsibilities:

- Utilize various survey equipment, including robotic total station, GPS, and Data Collectors
- Create neat, accurate, and professional field notes
- Collect Data for Boundary, Topographic, Industrial and Construction staking surveys
- Quality Control by reviewing final maps
- Learns/studies survey profession to increase knowledge, learn how to resolve boundary issues, and prepare for LSIT/LS exams
- Complete projects and special assignments as requested

Skills and Abilities Required:

- Must have a current and valid Oregon Driver's license
- Various surveying technical skills required
- Capable of performing surveying computations and making good decisions on your feet
- Ability to work quickly, manage multiple priorities and meet deadlines
- In general, takes personal responsibility for completing quality work within budgets and timelines

Working Conditions:

- Tasks will be primarily field work
- Overtime as needed
- Occasional out-of-town/overnight work when needed
- Maintains good communication with other coworkers

Survey Helper: (no experience necessary)

General Duties:

- Setting of construction stakes
- Setting of property corner monuments
- Setting up and operation of survey equipment (total stations and GPS equipment)
- Keeping survey crew vehicle stocked with supplies, cleaned, and organized
- Carry gear up to 50 pounds over varying terrain
- Learn/on the job training for advancement into a Survey Crew Leader position

Working Conditions:

- Tasks will be primarily field work
- Overtime as needed
- Occasional out-of-town/overnight work when needed
- Maintains good communication with other coworkers

Job Progression & Career Advancement:

Job progression and performance is discussed every six months with the appropriate principal(s) managers.

Considerations include:

- Communication/Technical skills
- Job performance
- Licensing
- Availability of openings

Compensation based on abilities & experience/Please submit resume in Word or PDF format only