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## Office Survey Technician

### Job Summary:

Martinez Geospatial, Inc., an industry-leader in geospatial services since 1974, is seeking a motivated Office Survey Technician to provide support to our field survey crews and produce final mapping and modeling products for a wide variety of survey projects. A qualified candidate must have at least 3 years of professional CAD experience drafting boundary and topographic surveys.

### Duties and Responsibilities:

- Work under the direction of the Survey Director on diverse survey projects.
- Draft Certificates of Survey; Easement Exhibits; Plan & Profile Drawings; Preliminary, Final, and CIC Plats; ALTA/NSPS Land Title Surveys; and As-Built Record Drawings.
- Perform construction layout and field stakeout computations.
- Upload, download, log, archive, and edit field survey data files.
- Process raw GPS, total station, and differential level loop field survey data.
- Research and compile project information for field crew.
- Prepare field survey forms and photos per FAA specifications for aeronautical surveys.
- Perform other related duties as assigned by the Survey Director.

### Required Qualifications:

- Basic understanding of fundamental land surveying and GPS principles.
- Strong computer skills, including high-proficiency with AutoCAD and/or MicroStation.
- Adept in mathematical calculations.
- Ability to read legal survey documents, field notes, and engineering/architectural plan sets.
- Ability to follow technical specifications.
- Ability to work as part of a team or independently with minimal supervision.
- Strong communication and organizational skills.
- Ability to manage work on multiple tasks concurrently.
- Acute attention to detail.
- Ability to work at a fast pace without sacrificing completeness or accuracy.
- Ability to adapt to new technologies and methodologies implemented by management.

### Preferred Qualifications:

- Survey data processing experience (familiarity with Leica data files and software preferred).
- 3-D Spatial Modeling / Building Information Modeling (BIM) experience (Revit preferred).
- Experience researching existing survey information.
- Boundary analysis and legal description writing experience.
- Familiarity with Abstracts of Title and ALTA/NSPS land title survey specifications.
- Familiarity with FAA Airports Geographic Information Systems (AGIS) project specifications.
- Experience working with high-definition laser scanning (HDS) and/or airborne LiDAR point clouds.
- Geographic Information Systems (GIS) experience (ArcGIS experience preferred).
- Basic understanding of fundamental photogrammetry and LiDAR principles.
- Basic understanding of fundamental architectural and/or engineering principles.
- Field survey experience (familiarity with Leica field survey equipment preferred).
- Ability and willingness to sporadically fill-in on a field survey crew.
- Proficiency with Microsoft Office applications.

### To Apply:

- Send a letter of interest and current résumé to: **John Eichten**, HR Manager ([john@mtzgeo.com](mailto:john@mtzgeo.com))