

**Job Description:**

Survey Instrument Operator

**Job Summary:**

As a Survey Instrument Operator, you will be an integral part of our construction team. This role will be responsible for Coordinating with Field Superintendents, the Project Management team and Pre-construction for the layout of our underground MEPs and also podium sleeve layouts as needed to maintain progress and or productivity on all types of construction sites. Required to maintain a high level of accuracy, productivity and safety in a wide variety of working conditions. You will also be responsible for the proper care and maintenance of the Total Station and the associated vehicles, tools and equipment.

**Responsibilities**

* Responsible for the operation of the Total Station
* Load and unload surveying supplies and equipment in and out of the vehicle and on to construction site
* Strictly follows all job specific rules and directions including but not limited to Safety, Conduct, Access, and Parking etc.
* Coordinate with Field Superintendents, the Project Management team and Pre-Construction on MEP layout.
* Coordinates and maintains a published schedule with multiple superintendents and projects to allocate the proper time to complete each phase of the project.
* Accurately layout points onsite during construction operations.
* Verify accuracy of completed work before leaving the project.
* Effectively communicate and report plans or progress to the project superintendent upon arrival and departure of each visit
* Ensure proper care and maintenance of the Total Station equipment, tools and vehicle
* Ensures that all the layout Instruments used are properly calibrated/recalibrated at the intervals required by the manufacturer’s recommendations or as needed by jobsite events.
* Read and interpret various types of plans

**Competencies:**

* Excellent working knowledge of the Construction Trade
* Familiar with Carlson Data Collectors a plus
* Cross-functional communication skills
* Data driven mindset
* Able to analyze and report on data
* Able to develop and present data to team
* Excellent organizational and leadership skills
* Detail Oriented
* Computer Software Utilization, Carlson, Excel, Word, Google Sheets, etc.
* Able to work independently as well as in a team atmosphere

**Expected Hours of Work:**

50 hours per week

**Travel:**

Extensive weekly out of town travelling, may be asked to work weekends occasionally

**Work Environment:**

This job operates in a professional office environment as well as on construction sites. This role routinely uses standard office equipment such as computers, phones, iPad along with standard hand tools like, tape measures and hammers.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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