

Survey Technician

Sheffler & Company, Inc.

Sewickley, PA Office

Firm Description:

Sheffler & Company, Inc. (Sheffler/SCI) is a growing Civil Engineering & Surveying Consulting firm with offices in Pennsylvania and Ohio. The Sheffler headquarters is located 12 miles north of the City of Pittsburgh. Gary A. Sheffler, Sr., PLS founded our company in 1970 and is still active in the company today. Gary's son, Gary A. Sheffler, Jr., PE/PLS, is the Principal in Charge of Engineering & Surveying Services while his wife, Cristina Sheffler, serves as company President. The company is certified as a Women's Business Enterprise.

Sheffler has an unparalleled level of expertise in surveying, civil engineering, and site development/land planning with registered professional engineers and surveyors licensed in PA, WV, OH, VA, KY & NC. We strive to provide quality, professionalism, and sound investigation of the physical, economic, social, and environmental qualities of every project. We stress personal service and a total quality management approach for our clients. Our team takes great pride in the preparation of our work to ensure our client's success and meet our client's demands.

Position Summary:

The Survey Technician completes projects by preparing survey plans and documents in accordance with client and company specifications.

Position Requirements:

In support of client requirements, qualified candidates shall have experience in all aspects of land surveying in metes & bounds states. Candidates shall also have experience in Public Lands surveying, field survey, aerial imagery and perform boundary resolution using deed descriptions.

Ideal candidates will possess the following qualifications and be required to perform the following tasks:

- 3+ years of experience and technical working knowledge of Autodesk Civil 3D v. 2016 or higher
- excellent word processing and reading comprehension skills
- ability to conduct research using client-run software and/or county-run portals to locate deeds and tax records
- prepare field-to-finish boundary and topographic surveys, subdivision plans and easement exhibits
- review tract locations on GIS sites
- retrieve additional information as needed
- resolve subject boundaries using deed descriptions, field surveys, and aerial imagery for weekly to bi-weekly submittal reviews with senior-level surveyor
- occasional field work using GPS equipment
- additional duties as required
- CST certification a plus but not required

Additional responsibilities include but are not limited to the following:

- work as part of a team environment
- ensure work is executed on time and in accordance with manager and client requirements while adhering to all company policies/procedures
- project a positive attitude
- possess excellent oral and written communication skills
- communicate effectively and positively with clientele and coworkers

Position Benefits:

- Company Paid Medical, Dental, Vision, Life and AD&D Insurance
- 401K with company contribution
- Profit sharing & performance bonuses
- Paid holidays
- Paid time off
- Company paid certification renewals if applicable
- Company supports a great work/home life balance
- Casual, results-driven company culture
- Opportunities for advancement
- Hourly rate commensurate with qualifications and experience, plus overtime
- Referral Program

Salary/Wage:

- Rate commensurate with qualifications and experience
- \$27.50 - \$38.50 per hour + overtime