



808 sw third avenue, suite 300 • portland, oregon 97204  
(503) 287-6825 • fax (503) 415-2304  
[www.otak.com](http://www.otak.com)

## Survey Office Technician

Otak is looking to hire a self-motivated, energetic, customer-focused Surveying Professional to work primarily out of our Redmond office. Our team works with many communities around the Puget Sound region on a broad range of municipal and private projects. This person will primarily work in the office, but may also be called upon to work in the field, and therefore also have the ability to lead a 2-person field crew to complete field survey duties accurately and on time.

### This person will be responsible for:

- Performing survey research, CAD drafting, calculations, preparation of maps and exhibits, preparation of legal descriptions, elevation certificates, cost estimates, and proposals
- Gathering information for survey, topographical mapping, cross-sections, horizontal and vertical control, construction staking preparation and layout, location of right of way, and utility locations to be used in preparation of plans and specifications
- Participating in pre-survey planning meetings with project managers, surveyors, and other survey crew
- Working effectively in a team environment and to supervise, train, and evaluate subordinate field survey personnel

### Qualifications:

- Minimum 2 years experience working on a survey crew or completion of a survey curriculum
- Minimum 2 years experience working as an office survey technician
- LSIT preferred
- Experience with AutoCAD Civil 3D preferred.
- Trimble Business Center or Starnet software experience preferred
- Must be willing to travel; occasional overnight travel may be required during the work week
- Possess a valid driver's license
- Capable of hiking/walking short distances in sometimes strenuous and uneven terrain may be required
- Solid written and verbal communication skills
- Ability to use standard survey equipment, such as Trimble GPS, Trimble S6/S7 Total Station, and Levels

Whether working in an urban space or rural destination, establishing spatial relationships and physical boundaries is one of the most important aspects for a successful project. Under Otak's expert watch, survey and mapping are also essential tools for cost-effective completion of any building or engineering project. As pioneers in electronic data accumulation, we know what it takes to provide an accurate, complete, and cost effective map.

We encourage you to come and be a part of the Otak team. Otak is an Equal Opportunity Employer

### **For confidential consideration, please contact:**

Carol Forsberg | Senior Corporate Recruiter  
P: 503.415.2434 | M: 503.939.4963  
[Carol.Forsberg@otak.com](mailto:Carol.Forsberg@otak.com) | [www.otak.com](http://www.otak.com)