**RESPONSIBILITIES**

* Lead by example, promote and portray company values, always look out for your safety and the safety of others, conduct business with integrity, strive for excellence in all aspects of the job, motivated to succeed and improve skills, and hold self and others accountable for actions.
* Assist surveyor with construction including but limited to driving stakes and nails in to the ground.
* Using measurement devices.
* Gather and carry survey supplies.
* Work under the immediate supervision of foreman and/or superintendent.
* Safely operate construction power tools, hand tools, wacker packer, chop saw, etc.
* Position, join, align and seal structural components, such as concrete boxes, piping, etc.
* Assist in placement of concrete using shovel or rake.
* Lubricate, clean and repair machinery, equipment and tools with direction of a supervisor.
* Assist building and positioning forms for pouring concrete.
* Wreck forms after use, using saws, hammers, nails or bolts.
* Control traffic passing near, in, and around work zones.
* Dig ditches or trenches, backfill excavations and level earth to grade specifications, using picks, shovels, pneumatic tampers and rakes.
* Erect and disassemble scaffolding, shoring, braces, traffic barricades, ramps and other temporary structures.
* Load, unload and identify building materials, machinery and tools, and distribute them to the appropriate locations, as directed by the supervisor.
* Observe and comply with all safety and project rules.
* Mix and apply grout on boxes/structures.
* Provide work control lines and elevations that are required for accurate measurement and correct installation of materials.
* Provide topographic and cross-section surveys as required for planning and payment quantities.
* Provide quantity calculations as required.
* Prepare documentation of surveying activities.
* Compile notes, sketches and records of data obtained and work performed.
* Responsible for operating and maintaining construction layout equipment including total stations and GPS equipment.
* Direct crew members on site layout and survey activities.
* Participate in a culture of talent development
* Perform other job duties as assigned.

**JOB REQUIREMENTS**

* Proficient in reading, writing and basic addition and subtraction.
* Attentive; willing to be his/her supervisor’s “shadow”
* Must possess some communication skills, verbal and nonverbal
* Must be aware of all surroundings whether near heavy machinery or dense traffic
* Must be able to read and write legibly
* Physical requirements:
	+ Manually lift/carry 50-100 lbs
	+ Stand, crouch, and/pr walk for long periods of time
	+ Carry tools/equipment
	+ Stoop, kneel, crouch, and crawl
	+ Perform all required tasks during extreme weather conditions (hot/cold/wet)

**JOB REQUIREMENTS** (Continued)

* Set up GPS base and total station.
* Knowledge of latest data collector software.
* General understanding of how all the survey equipment works.
* Understanding of construction layout and construction sequence.
* Must have reliable source of transportation
* Possess valid driver’s license and meet criteria to drive a Siema vehicle.
* Turn in time via Heavy Job.

**EDUCATION/WORK EXPERIENCE**

* Desired experience – 2+ years of related construction experience.
* Siema Safety
* Flagger Certification
* Siema Safety
* Basic Plan Reading
* Heavy Job Time Keeping Course
* Defensive Driving
* Traffic Control

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**Employee Signature Date**

**Supervisor Signature Date**

**\*NOTE:**

**This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.**