**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.
* 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.
* Using measurement devices as directed.
* Gather and carry as directed by surveyor.
* Ability to read, interpret or prepare field notes, sketches, drawings and specifications as they pertain to the development of lines and grades.
* Possess thorough understanding and knowledge of the methods of calculations employed in leveling, topographic surveys, mapping, construction surveys,
* Ability to read and understand blueprints to identify layout or CAD file errors
* QC any work done through GPS/UTS Machine Control
* Set up vertical and horizontal control through means of sight level, total station, and/or GPS
* Run accurate level loops which close within .04’ or better
* Troubleshoot and assess (potential) problems in machine control
* Coordinate equipment (GCS) use and installation,
* Order rental/replacement parts and request pairs as necessary
* Coordinate with operations scheduling and consult any supervisors and/or project managers necessary to resolve any scheduling conflict which may arise
* 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**

* Must be capable of crouching, standing, and/or walking, or a combination of the three intermittently, on uneven, wet, or muddy surfaces, through underbrush, exposed to the elements of the outdoors during any given season, for an extended period.
* Must be capable of lifting and/or carrying a load (typically a bag of stakes weighing approximately 25 lbs.) for an extended period.
* Must be attentive; willing to be his/her supervisor’s “shadow”.
* Must possess some communication skills, not only of the verbal type but through hand gestures as well.
* Must be aware of all surroundings whether near heavy machinery or dense traffic.
* Must be able to read and write legibly.
* Must be able to read plans.
* Must have reliable source of transportation.
* Ability to set up gps base and total station.
* Knowledge of latest data collector software.
* General understanding of how all the survey equipment works.
* Must possess a strong work ethic.
* Understanding of construction layout and construction sequence.
* Possess valid driver’s license and meet criteria to drive a Siema vehicle.
* Turn in time via Heavy Job.
* Proficient in all aspects of construction layout, read and understand blueprints, layout, existing surveys, and earthwork computations, set and maintain horizontal and vertical control.
* Ability to read, interpret or prepare field notes, sketches, drawings and specifications as they pertain to the development of lines and grades.
* Proficient in reading, writing, addition, and subtraction.
* Basic understanding of computers and file management
* Should be able to conduct minor layout with basic measurement devices (tape measure, site level, etc.) and a set of plans if necessary.

**EDUCATION/WORK EXPERIENCE**

* Desired experience – 3-5 years of related construction experience.
* Siema Safety
* Flagger Certification
* Siema Safety
* Advanced 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.**