

# Mackin Engineering Company Job Description

## Job Title: Survey Instrument Operator

### Employer Information

**Organization Name:** Mackin Engineering Company

**Website:** [www.mackinengineering.com](http://www.mackinengineering.com)

#### About Our Organization:

Join a team where your voice is heard, your opinions matter, and your ideas are valued. Founded in 1960, Mackin is a multi-disciplinary engineering and consulting firm. Our clients include both public and private sector clients throughout Pennsylvania, and in parts of Ohio, Maryland, and West Virginia. Our diverse team of professionals work closely with clients to realize and achieve their vision and objectives. We are passionate about our core values of Integrity, Quality, and Excellence, and we are committed to providing our clients with innovative solutions that address their needs and surpass their expectations.

**Department:** Land Surveying Services

**Reports To:** Manager – Land Surveying Services

**Job Location:** Pittsburgh, PA

**Hours/Week:** 40 (Full-time)

**Salary Range:** \$36,295 - \$47,195 USD/Year

### Company Benefits

- **Roth & Traditional 401(k)**
  - All fees paid for by Mackin
- **Immediate Vesting of Funds**
- **Company Paid Basic Life Insurance**
- **8 Company Paid Holidays**
- **Company Match of 50% of 1<sup>st</sup> 5%, then 25% of next 10%**
  - An equivalent 5% match when you contribute 15%
- **Medical, Dental, & Vision Insurances**
- **Personal Paid Leave (i.e., Vacation & Sick Leave)**
- **Educational Assistance, Disability Insurances, and more**

**FLSA Status:** Non-Exempt (Hourly)

**Prepared By:** Director – Human Resources & Administration

**Prepared/Revised:** July 16, 2021

**Approved By:** Vice President – Strategic Planning

**Approved Date:** July 16, 2021

## Position Summary

This position is responsible for assisting with preparing sites for survey under the direct supervision of the Survey Crew Chief or higher.

## Essential Duties & Responsibilities

### Essential Duties

- Operate survey instruments and assist crew chief
- Transport and setup the instruments and equipment and prepare the job site for layout
- Check, clean, and adjust instruments, as needed
- Sharpen cutting tools
- Monitor and maintain survey supplies and inform crew chief when supplies need replenished
- Secure vehicle equipment at the end of each workday
- Take measurements and readings and assist Crew Chief in accomplishing field assignments
- Clear underbrush, set stakes, and/or pins into ground, as directed
- Ensure the survey crew trucks have the necessary equipment (i.e., check the general operative condition of assigned work vehicle – gas, oil, tire pressure, etc.)
- Work may require using a machete, shovel, sledgehammer or other appropriate tools

### Non-Essential Duties

- Assist with surveying work for other departments
- Participate in professional surveying society conferences
- Support internal departments with land surveying services required to execute projects
- Advise management of new developments which may affect profit, schedule, costs, client relations, and/or inter-departmental relations
- Contribute to the overall success of Mackin by supporting internal departments, providing exemplary service to clients, and striving to meet on-going initiatives to grow and develop the company
- Duties, responsibilities, and activities may change or be assigned at any time with or without notice

## Supervisory Responsibilities

Supervisory Responsibilities: N/A

## System or Specialized Knowledge

### To perform this job successfully, an individual should have knowledge of:

- GPS & AutoCAD programs
- Surveying instruments and equipment
- mathematics and drafting
- Minimum knowledge of land surveying practices and techniques
- Deltek Ajera
- Microsoft Office – Word, Excel, Outlook, and Teams
- Computers, Printers, and Electronics

## Education and/or Experience

### Preferred Qualifications

<b>Years of Experience:</b>	Minimum of 2+ years experience in the land surveying field or equivalent combination of education and experience
<b>Education:</b>	GED or a High School Diploma required
<b>Degree or Formal Training:</b>	N/A
<b>License, Certificate or Registration:</b>	None required

## Work Demands/Conditions

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, taste, and/or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### Working Conditions

This position normally works first shift, however, may frequently require the ability and availability to work extra hours in the evenings or night shifts associated with the demands of our business. Travel will frequently be required.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing this job the employee is most commonly in an office environment setting.

### Field Environment

As it is very frequent, when the employee is located within a field environment setting, adherence to Mackin safety standards and/or agency safety standards is required.

## Work Activities

- Interact with computers
- Make decisions and solve problems
- Update and use relevant knowledge
- Communicate with supervisors, peers, subordinates, and/or with individuals outside of Mackin employees
- Coordinate the work and activities of others (if applicable)
- Get and process information
- Organize, plan, and prioritize work
- Develop objectives and strategies
- Think creatively

## Skills

### Basic Skills

- **Critical Thinking, Speaking, Active Listening, Reading Comprehension, Active Learning**

### Social/Problem Solving Skills

- **Coordination, Persuasion, Social Perceptiveness, Problem Solving**

### Technical/System Skills

- **Trouble shooting, Resource Management, Judgment and Decision Making**

### Desktop Computer Skills

- **Databases, Internet, Navigation, Spreadsheets, Word Processing, Research**

## Equal Opportunity Employer

Mackin is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, Mackin complies with all applicable federal, state, and local laws. Valuing the contributions of a diverse workforce, Mackin is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, protected veteran status, gender identity, or any other characteristic protected by law.

Team Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR's Signature: \_\_\_\_\_ Date: \_\_\_\_\_