



## Field Crew Assistant

### Overview:

Racey Engineering, PLLC is a privately held small business and HubZone in the Shenandoah Valley. The fully licensed and insured Virginia Professional Engineering and Surveying Company is located in Luray, VA. The Field Crew Assistant position is responsible for assisting the field crew chief and survey team. **Racey Engineering, PLLC is an Equal Opportunity Employer**

### Duties and Responsibilities:

Specific duties include, but may not be limited to:

- Complete land surveying services including Boundary, Construction Staking, and Transportation projects with VDOT and other DOTs, plane and/or geodetic surveys for ALTA/ACSM Land Title Surveys, Plat of Highways, Route Surveys, and Topographic Surveys through the use of conventional surveying and GPS methods.
- Prepare accurate field notes, drawings, and record changes in conditions while in the field. Organize field notes and submit them according to current procedures with daily time logs.
- Effectively communicate with contractors, engineering staff, and project client representatives in the field, as necessary.
- Research existing record information, including record maps, plans, deeds, easements, and right-of-way documents as needed.
- Maintain and inventory all assigned equipment, supplies, and vehicles.
- Continually learn and follow surveying methods and standards as required by state and public agencies.
- Perform responsibilities in a conscientious, legal, and ethical manner with strong attention to detail.
- Operation of Manual and Robotic Total Station with electronic data collecting capability.
- Operation of GPS Instruments. Topcon and Magnet experience.
- Works to company standards.

### Qualifications:

- 1 year of survey experience required
- High School Diploma or GED equivalent required
- Several years of general/miscellaneous work experience preferred
- Willingness to work outdoors for extended periods of time with the physical ability to stand on varied surfaces, walk long distances including harsh terrain, and the ability to withstand seasonal temperatures and various weather conditions.
- Willingness to work around insects, snakes, ticks, etc. as needed.
- Ability to perform projects within the established time limits and adhere to company policies and procedures.
- The ability to learn quickly, a self-starter mentality, strong communication skills, and a solid work ethic
- The ability to lift and carry a minimum of 50 lbs.





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- Willing to travel (and spend the night) for assignments outside the local area during work hours (33% time)
- Must be able to pass a drug screening and valid driver's license required
- Work overtime as needed

**Additional Information:**

- This is an hourly (non-exempt), full-time benefited position.
- Wage is based on education and experience.
- Benefits include:
  - Group life insurance, medical and vision insurance
  - Flexible spending
  - 401K plan
  - Paid leave and holidays

