



**Hernandez, Kroone & Associates**  
Engineers & Land Surveyors

## JOB POSITION DESCRIPTION

**POSITION TITLE:** Associate Land Surveyor I/II/III/IV

**REPORTS TO:** President / Anne Hernandez

**LOCATION:** 234 East Drake Drive, San Bernardino, CA 92408 (On-Site)

**PAY STATUS:** Hourly, At-Will Employment

Associate Land Surveyor I: \$32.85 - \$40.71 (Est. Annual Compensation: \$68,328.00 - \$84,670.56)

Associate Land Surveyor II: \$35.56 - \$44.10 (Est. Annual Compensation: \$73,964.80 - \$91,735.28)

Associate Land Surveyor III: \$38.27 - \$47.50 (Est. Annual Compensation: \$79,601.60 - \$98,800.00)

Associate Land Surveyor IV: \$44.02 - \$54.68 (Est. Annual Compensation: \$91,559.52 - \$113,742.72)

Equivalent ASCE Grade Level: 2-3

**EMPLOYMENT STATUS:** Full-Time

### ABOUT HKA:

Hernandez, Kroone & Associates Inc., an established firm since 1987 (36+ years), provides a full range of civil and traffic engineering, surveying, landscape architecture, and construction management services for both transportation authority's such as Caltrans, California High Speed Rail Authority, SBCTA (SANBAG), MTA, RCTC, etc. In addition, Hernandez, Kroone & Associates provides design services and construction management for land development projects for a variety of clients.

Hernandez, Kroone & Associates projects are unique and provide applicants with the ability to use their full range of engineering knowledge in an environment that promotes growth, training, support and development. More importantly many of HKA's engineers and land surveyors also have opportunity to obtain dual licensure as a Professional Civil Engineer and Professional Land Surveyor.

Hernandez, Kroone & Associates philosophy is to develop strong and long-term client relationships through meeting or exceeding our client's expectations in service and superior quality of the intellectual product.

### GENERAL RESPONSIBILITIES:

Working as a team, performing a variety of professional land surveyor duties and to ensure work quality and adherence to professional codes and standards.

### SIGNIFICANT DUTIES:

- Collect and organize information from various sources including County or State recorder's office (includes travel).
- Conduct various field surveys and construction staking using total station, level, 3D laser scanner and GPS (includes travel).
- Set and establish project control, project and street centerline monuments, field ties, etc.
- Prepare topographic maps, records of survey, parcel maps, tract maps, lot line adjustments, lot mergers, legal descriptions and plats for roadway dedications and temporary construction easements.
- Prepare Grid and Ground datum statements and perform network adjustment using least squared adjustment and compass rule via Microsurvey StarNET and Trimble Business Center.
- Coordinate with clients, public agencies, and contractors by phone, memos, letters, and meetings.
- Maintain survey equipment, vehicles and project documentation.
- Maintain thorough record of conversations and agreements.
- Perform as a party chief, instrument man or chainman on a survey crew.

234 East Drake Drive ▲ San Bernardino, California 92408  
Phone: (909) 884-3222 ▲ Fax: (909) 383-1577 ▲ [www.hkagroup.com](http://www.hkagroup.com)

- Ability to prepare, lead and organize information for responses to request for proposals and qualifications as well as prepare proposal estimates.
- Follow company's policy and procedures on all issues, specifically on document controls.
- Maintain project confidentially.
- Other duties or projects, as required or assigned.

#### REQUIREMENTS:

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- Graduation from a four-year accredited college (ABET) in land surveying/geospatial engineering or equivalent program.
- LSIT Certificate (Required);
  - *For those without an LSIT certificate, see Survey Analyst I/II/III classifications.*
  - *For those with registration as a Professional Land Surveyor, see Project Land Surveyor/Senior Land Surveyor.*
- Possess the software skills at an intermediate level or higher for Microstation InRoads/PowerCivil or Autodesk AutoCAD Civil 3D, Microsoft Word, Microsoft Excel, etc.
- Valid driver's license in the State of California
- Must be willing to take Surveying Knowledge and/or CADD aptitude test.

#### KNOWLEDGE:

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- Construction methods and sequencing.
- Terminology, methods, practices, and techniques used in civil engineering and land surveying.
- Surveying mathematics including trigonometry, algebra, and basic calculus.
- Methods and techniques of preparing land surveying digital and physical documents.
- Professional land surveying principles, codes, and standards.
- Pertinent Federal, State, and local standards, codes, laws, and regulations.
- Computer programs and their surveying applications.

#### ABILITIES:

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- Ask questions when necessary.
- Self-start and self-teach complex engineering principals and programs.
- Organize the work of others.
- Apply principles and practices of civil engineering in assigned projects.
- Apply engineering principles and computer programs to the solution of engineering problems.
- Perform accurate engineering calculations.
- Prepare and interpret drawings, graphs, plans, and specifications.
- Conduct various engineering studies; analyze results to recommend engineering solutions.
- Prepare a variety of technical and administrative reports and documents.
- Exercise sound judgment within procedural guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### WORKING CONDITIONS:

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##### Environmental Conditions

Indoor/Outdoor environment; travel from site to site, including construction sites where safety standards are maintained by contractors; work closely with others and alone; exposure to computer screens; irregular work hours; may be exposed to inclement weather, dust, dirt, noise, and other conditions. Service area not restricted to the State of California.

### Physical Conditions

Essential functions may require maintaining physical condition necessary for sitting, walking, and standing for extended periods of time; some light to moderate lifting and carrying. While performing work on a survey crew, physical conditions will be altered and require digging and holding/using power tools and surveying equipment. Additionally, rugged terrain and steep hills may be encountered.

### BENEFITS:

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Hernandez, Kroone & Associates, Inc. offers medical, dental, sick leave, vacation, holidays, personal holidays, educational expense reimbursement, and 401k benefits. HKA is an equal opportunity employer. Please inquire for additional information.

### CONTACT:

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