



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

## JOB POSITION DESCRIPTION

**POSITION TITLE:** Project Land Surveyor / Senior Land Surveyor

**REPORTS TO:** President / Anne Hernandez

**LOCATION:** 234 East Drake Drive, San Bernardino, CA 92408

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

Project Land Surveyor: \$49.55 - \$61.61 (Est. Annual Compensation: \$103,072.32 - \$128,157.12)

Senior Land Surveyor: \$57.88 - \$72.10 (Est. Annual Compensation: \$120,388.32 - \$149,965.92)

Equivalent ASCE Grade Level: 4-5

**EMPLOYMENT STATUS:** Full-Time

### ABOUT HKA:

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Hernandez, Kroone & Associates, 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:

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

### SIGNIFICANT DUTIES:

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- 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 on a survey crew.
- Ability to prepare, lead and organize information for responses to request for proposals and qualifications as well as prepare proposal estimates.

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

- 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 two-year accredited college (ABET) in civil engineering, land surveying or equivalent program.
- Valid Registration as a Professional Land Surveyors (PLS) in California or ability to obtain within 6 months of hiring. (Required)
- Possess the software skills at an advanced level or higher for Microstation InRoads/PowerCivil or Autodesk AutoCAD Civil 3D, Trimble Business Center, Trimble Access, Microsurvey StarNET, 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.
- Organize the work of others.
- Apply principles and practices of land surveying in assigned projects.
- Apply land surveying principles and computer programs to determine boundary or prepare staking information.
- Perform accurate land surveying calculations.
- Prepare and interpret drawings, graphs, plans, and specifications.
- 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 will require maintaining physical condition necessary for sitting, walking, and standing for extended periods of time; some light to heavy lifting and carrying. While performing work on a survey crew, physical conditions will require digging and holding/using power tools and surveying equipment. Additionally, walking or hiking in rugged terrain and steep hills may be encountered. Some assignments require extended travel and overnight lodging.

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**BENEFITS:**

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Hernandez, Kroone & Associates offers medical, dental, sick leave, vacation, holidays, educational, and 401k benefits and is an equal opportunity employer.

**CONTACT:**

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John Hernandez  
Hernandez, Kroone and Associates, Inc.  
[careers@hkagroup.com](mailto:careers@hkagroup.com)