

Field Data Technician I

TELICS – Roanoke, VA

Job description

Field Data Technician I

Position Overview: This is the first level of the field technician positions. This position may be a training slot for more technical positions in the organization. Desired qualifications for this position include being well organized in action and written communication and being familiar with common computer software including MS Office Suite. Having experience in design or construction in a utility environment, being familiar with GIS systems and basic data structures is preferred. Candidate must have a high level of self-motivation, be able to work independently, and will be required to work in an outside environment.

Duties and Responsibilities:

Responsible for the collection of field data as specified to update facilities records or preparing design documents. This position could encompass data collection, measurement, mapping, field photography, equipment or unit inventor or similar field-based data gathering at the direction of a client or more senior employee.

Among the candidate's responsibilities are the following:

- Adhere to and be a strong advocate for TELICS Core Values to both TELICS employees and our client(s)
- Be familiar with and follow all practices as outlined in the TELICS Safety Manual and TELICS Handbook for policies and procedures.
- Be an advocate of safety and participate in all safety initiatives.
- Accurately and neatly gather field data using paper drawings, forms, electronic data collection devices, digital cameras, or other formats and/or devices specified by the project manager and/or client.
- Correctly identify items to be documented in the field with minimal supervisory assistance.

- Quickly learn and apply technology tools such as hand-held data collection units, laser range finders, digital cameras, and GPS receivers.
- Accurately record measurements and dimensions of requested items; be able to recognize levels of detail required to create a complete and accurate accounting of the field inventory and environment per the project specifications.
- Accurately records data and measurements using correct standards and symbology such that the resulting product is clear and easily understood by office-based project personnel.
- Meets production targets and understands the importance of project deliverables and milestones.

Other skills and abilities:

- Follow all TELICS and client safety practices and promote a safe working environment
- Work independently
- Team-Oriented
- Customer Oriented
- Able to manage multiple tasks and assist in the training of new peers
- Be able and comfortable working in an outside environment
- Self-motivated
- Must have a valid driver's license
- Must Pass Drug Test
- Must Pass Background Check

High School Diploma Required

- Must be located in Roanoke, VA Area and have 2 to 5 years of experience.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

Education:

- High school or equivalent (Required)

Willingness to travel:

- 25% (Preferred)

Work Location: On the road