



**POSITION DESCRIPTION:  
ASSISTANT LAND SURVEYOR**

**POSITION PURPOSE**

At QK, our Assistant Land Surveyor assists in the development high quality computer aided plans. The Assistant Land Surveyor assists Survey CAD designers and Land Surveyors in drafting of various Topographic Surveys, Boundary Surveys, ALTA/ACSM Land Title Surveys, Easement and Boundary Plats. This role is intended to create a solid base of learning and experience that will assist in the Survey CAD Technicians growth into a Survey CAD Designer. Although Assistant Land Surveyors rarely have external clients, all staff that supply the Assistant Land Surveyor with work are considered both internal clients and an extension of external clients. Assistant Land Surveyors are expected to assist their clients in meeting project goals in a timely manner and within budget.

**WHAT YOU'LL DO**

ESSENTIAL TASKS AND RESPONSIBILITIES

- Perform survey calculations
- Prepare survey maps for subdivisions, commercial and multi-family developments, and public works projects using QK standards
- Revise redlined maps as requested
- Provide support to the project team in all aspects of production
- Complete projects efficiently, in a timely and complete manner
- Convert limited verbal and written instructions from a project manager into a finished product or document
- Other duties as assigned by more senior surveying professionals, Team/Group Leaders, Branch Managers or Project Managers

**WHO WE NEED**

ESSENTIAL SKILLS AND ABILITIES

- Proficient with AutoCAD, Civil 3D and Microsoft Office suite desirable
- Ability to enter field data and produce positional information (i.e., leveling, traversing, stadia, topographic mapping)
- Ability to understand basic plan reading and preparation
- Ability to work well with others as a team member, and alone
- Ability to communicate well with other staff to accomplish team goals
- Visual acuity and manual dexterity
- Repetitive wrist and hand motions required
- Ability to sit or stand for extended periods

PREFERRED SKILLS AND ABILITIES

- Drive to be helpful to internal and external clients, ability to create strong relationships in a mentoring capacity
- Proven ability to successfully work against a deadline and within constrained budgets
- Ability to motivate others
- Strong critical thinking skills that allow for collaborative innovation in problem solving and project planning
- Ability to teach junior staff both agency and company standards



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- Ability to drive one’s own career path, develop relationships with mentors, and seek opportunities for growth
- Able to remain flexible with the ever-changing workload, working conditions and project/agency requirements
- Natural ability to expand skills and knowledge through company training resources and independent direction

**EDUCATION**

- High school diploma required
- College courses in drafting/civil engineering/surveying preferred
- Community-college or university-level courses in GIS, or work in allied professions optional

**EXPERIENCE**

- Three (3) months internship or other practical experience desired
- Knowledge of graphic standards preferred
- Technical knowledge of required software programs preferred

**ORGANIZATIONAL RELATIONSHIPS**

The Assistant Land Surveyor works closely with the survey team by providing drafting assistance and support. The Assistant Land Surveyor should have a strong working relationship with the entire survey team, both locally and companywide. Assistant Land Surveyors report to an assigned Team Leader or Group Leader and are expected work with all survey staff throughout the entire firm in order to promote our “One Company” philosophy.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: