

# SURVEYING INTERN

IIW, P.C.

Position Available

IIW fosters a team oriented atmosphere, emphasizing quality client service and long term client relationships. Mentoring, continuing education and professional development for all of our staff is emphasized.

## POSITION DESCRIPTION

Assist Survey Department with boundary surveys, ALTA surveys, land subdivisions, legal descriptions, and construction layout projects. Employment term desired is for the 2018 summer and will be in our Dubuque office. Fall 2018 semester co-op may also be available to interested applicants. Intent is to provide future internship opportunities in design to facilitate progressive development. Future surveying career opportunities may also be available upon graduation.

## POSITION REQUIREMENTS

- Currently enrolled in a civil engineering, surveying, or construction related technology academic program. No previous experience necessary.
- Physically able to perform all tasks including the ability of lifting up to 75 pounds.
- Applicant must hold valid driver's license and have the ability to operate company owned vehicles.
- Willingness to work outdoors in adverse weather conditions.
- Ability to effectively communicate with clients and staff.
- Course work related to surveying and civil engineering preferred.
- Experience with Autodesk Civil 3D preferred.
- Willingness to work longer hours and some weekends.

## PROJECT RELATED RESPONSIBILITIES

- Assist in performing boundary and topographical surveys and related engineering and land survey work.
- Accurately and legibly record survey field notes.
- Perform basic equipment cleaning and maintenance.
- Use survey related equipment/software.
- Operate survey instruments such as, levels, total stations, data collectors, and GPS receivers.
- Store, retrieve, and manage field survey data and transfer data accurately between devices.
- Conduct research to collect legal documents at Courthouse, IIW files, City Hall and online.
- Assist in providing construction field staking.
- Become proficient in IIW point and line codes and have knowledge of D.O.T. procedures and codes.
- Assist Material Testing Department with lab and field testing duties.
- Utilize Autodesk Civil 3D software to assist with the development of survey documents including drawings, exhibits, and easement documents.
- Utilize company CADD standards and templates.

## HOW TO APPLY

Please submit a cover letter and résumé:

- ◆ via email to:  
[human.resources@iiwengr.com](mailto:human.resources@iiwengr.com)
- ◆ via fax:  
(563) 556-7811
- ◆ by mail to:  
IIW, P.C.  
4155 Pennsylvania Ave.  
Dubuque, IA 52002-2628

## ABOUT IIW, P.C.

Employee-owned since 1999, IIW's success is based on our people and their client-centered approach to their work. IIW has been named among the Best Firms to Work for by ZweigWhite. All employees are challenged daily to elevate their talents both for the betterment of IIW, and equally important, for their personal growth.

To support your financial success, IIW offers 401(K) savings and retirement plans, profit sharing and shareholder opportunities.

To learn more about IIW, explore our website: <http://www.iiwengr.com>

IIW, P.C. is an Equal Opportunity Employer.