

# We're hiring!

## SURVEYING INTERN

IIW, P.C. (IIW) is a multi-disciplined firm providing creative and innovative solutions in architecture, engineering, land surveying, and construction services to public and private clients. IIW has over 75 employees with its corporate headquarters in Dubuque, Iowa; branch offices in Davenport, Iowa and St. Cloud, Minnesota; and satellite offices in Hazel Green, Wisconsin and the Fox Cities, Wisconsin.

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.

Assist Survey Department with boundary surveys, ALTA surveys, land subdivisions, legal descriptions, and construction layout projects. Employment term desired is for the 2019 summer and will be in our Dubuque office. Fall 2019 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.



### OFFICE LOCATIONS

4155 Pennsylvania Avenue  
Dubuque, IA 52002

127 A West 76th Street  
Davenport, IA 52806

101 South Seventh Avenue  
Suite 200  
St. Cloud, MN 56301

1151 Badger Road  
Hazel Green, WI 53811  
(Satellite Office)

W4862 Nature Lane  
Sherwood, WI 54169  
(Satellite Office)

800.556.4491  
[www.iiwmn.com](http://www.iiwmn.com)

### HOW TO APPLY

Please provide a cover letter and resume with your application by email or regular mail.

- > Email: [human.resources@iiwengr.com](mailto:human.resources@iiwengr.com)
- > Mail: IIW, P.C.  
4155 Pennsylvania Avenue  
Dubuque, Iowa 52002

# We're hiring!

## SURVEYING INTERN

### 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.

At IIW, we've created an environment that enhances our employees' professional development, work satisfaction, and the ability to give back to our communities in a real, tangible way. We've been recognized as a "Best Place to Work" by Zweig White, and we are committed to living up to that standard. IIW provides a comprehensive benefits package, promoting reasonable work hours and a healthy work-life balance.

IIW is an equal opportunity employer; women and minorities are encouraged to apply.



### OFFICE LOCATIONS

4155 Pennsylvania Avenue  
Dubuque, IA 52002

127 A West 76th Street  
Davenport, IA 52806

101 South Seventh Avenue  
Suite 200  
St. Cloud, MN 56301

1151 Badger Road  
Hazel Green, WI 53811  
(Satellite Office)

W4862 Nature Lane  
Sherwood, WI 54169  
(Satellite Office)

800.556.4491  
[www.iwmn.com](http://www.iwmn.com)