

# Surveying Intern

## POSITION INFORMATION

DGL is seeking individuals that have obtained the Survey Intern (SI) designation and has the ability to apply their land surveying knowledge and procedures to assist in the planning, implementation, correction and quality review of the assigned survey tasks. Ability to utilize AutoCAD and / or MicroStation to process, complete and review the final deliverables for topographic, boundary and route surveys along with other assigned tasks by their supervisor.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Assists in performing boundary surveys, topographic surveys, and construction layout.
- Assists with drawings, sketches, calculations, and record keeping pertaining to survey/engineering projects.
- Assists in the research of land records, deeds, subdivision maps, easements, etc.
- Cleans and maintains survey equipment and vehicle as needed.
- Keeps direct supervisor promptly informed of key/significant issues or concerns.
- Carries out duties and responsibilities in a safe and efficient manner to maintain safe work environment and surrounding area for oneself, co-workers and public. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
- Performs related duties as assigned or apparent.

## SKILL SET

- Working knowledge of AutoCAD, Civil 3D, MicroStation in a Survey design capacity.
- Familiarity with Microsoft office products suite.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with the ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Ability to work cooperatively with others.
- Ability to lift 20 pounds.
- Must have a good driving record (less than six (6) active points on driving records at the application stage of the hiring process) and possess a valid driver's license.
- Ability to work outdoors in varying weather conditions and on difficult terrain, including entering wooded areas.

## EDUCATION

- Must be enrolled in a college or university and pursuing a degree in land surveying, engineering or engineering technology.