



Survey Draftsperson-Summer Intern

February 7, 2018

JOB SUMMARY

Our Survey Draftsperson intern will receive instruction in drafting of Existing Conditions Surveys, Boundary Surveys, ALTA/NSPS Surveys and Map of Surveys. Interns will learn how to set up construction staking jobs using data from engineers and architects. He or she will work with AutoCAD, Carlson Survey add-on and Trimble Business Center to process data and draft. He or she will work under the supervision of experienced staff to ensure that projects are completed to company standards and within budget and timeline constraints. The intern will learn drafting techniques and standards and gains experience while earning a paycheck.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES

- 1) *Office Duties*
 - a) Completes drafting tasks while complying with established company procedures.
 - b) Completes FEMA applications, Water Rights applications and other survey related applications for review by Survey Department Manager.
 - c) Thoroughly understands the scope of the project. If duties are not made clear by the Survey Department Manager, then the Survey Draftsperson will ask questions necessary to understand and to properly execute the task at hand.
 - d) Reports to and communicates daily with the Survey Department Manager. **Communication is key to keeping projects on schedule and within the budget.**
 - e) Keeps clear and accurate log of daily progress.
 - f) Records time entry daily or by following day at 9AM.
 - g) Communicates with the Survey Department Manager to report any problems or delays.
 - g) Portrays a **professional appearance** by wearing the appropriate clothing for the work environment.
 - h) If possible, provides notice (48 hours preferably) when he needs to leave early or show up late for personal business. This is especially important on construction staking projects where the client or their representatives are present daily.
 - i) Performs all other assigned duties.
- 2) *Field Duties*
 - a) Performs quality checks of drafted maps when requested by the Survey Department Manager.
- 3) *Work with Project Team Members; Serve as Interface with Clients.*
 - a) Maintain a positive working relationship with team members.
 - b) Collaborate with Managers to prioritize projects, workloads and needs.
 - c) Communicate with clients as directed by Survey Department Manager.
- 4) *Service to the Company, Community, and Profession*
 - a) Engage in appropriate behavior and/or conduct that is consistent with continued growth of Y2.
 - b) Refrain from public activities or behavior that could undermine or conflict with the goals and interests of the firm and/or our Client(s).
 - c) Participate in marketing efforts.
 - d) Develop client and professional networks through professional associations and committees--promote the professional standing of the firm through those networks.
- 5) *Other*
 - a) Duties as they develop and are assigned.

TO APPLY:

Send **cover letter**, **resume** and **three references** to jobs@y2consultants.com. The subject line should be the title of the position you are applying for.