

SURVEYOR'S APPRENTICE

Position Description:

- Field and office support for the preparation of boundary and topographic mapping.
- Will work under the direct supervision and guidance of a Licensed Land Surveyor.

Responsibilities – Field Work:

- Assist field crew in collecting data while performing boundary and topographic surveys.
- Operate data collector with total station and GNSS equipment.

Responsibilities – Office Work:

- Prepare initial project write up from correspondence with client.
- Prepare new jobs for field work.
- Complete title research and abstracting.
- CAD drafting for map preparation.

Personal Qualities:

- Self-motivated and eager to learn new tasks and except new responsibilities.
- Detail oriented - works with precision and accuracy.
- Takes pride in one's work.
- Pays attention and is observant.
- Has physical ability to work outdoors, often in rugged terrain.
- Solid communication skills with clients and coworkers.
- Able to work with and support all Office Staff.
- Receptive to new ideas and concepts.

Experience/Education Guidelines:

- Associates Degree or at least 3 years in a related field is preferable.
- Have ability to operate survey equipment such as total stations and GNSS devices to collect survey data.
- Proficiency with AutoCAD or similar drafting software.
- Familiar with Microsoft Word software.

Office Contact:

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