



## **Project Surveyor (License not required)**

**Stoepfelwerth & Associates, Inc.** is a **growing** family owned land surveying and civil engineering company that has been in business in the Indianapolis area for over 50 years. We specialize in the design of subdivisions and multi-family residential developments as well as small commercial projects. Our team works with clients to develop small and large tracts of land into completed developments. This includes land planning, zoning assistance, land surveying, color exhibits, preparation of construction plans, plats, construction staking, and as-builts. We work with clients and their design team throughout the entire process culminating in final completion of construction. Our clients include many nationally known builders and developers but also local production and custom home builders.

We are currently recruiting a full time Assistant to the Professional Land Surveyors. This person will coordinate and oversee field work and complete office survey related duties accurately meeting designated deadlines.

### **Responsibilities:**

- Communicate effectively with clients, coworkers, peers and public
- Research and compile related field information necessary for: boundary retracement, platting land division, topographic mapping, horizontal and vertical control, right of way location, and utility locations to be used in preparation of survey maps, and engineering plans.
- Prepare “survey packs” for field personnel to perform their duties
- Process field data utilizing reduction software, internal software or manual methods
- Transfer processed data into CAD drawings
- Analyze field evidence and make knowledgeable decisions regarding the proper procedures to prepare boundary and topographic surveys
- Perform project management functions including computations, reduction of field data, quality control, filing and organizing projects

### **Qualifications:**

- An associate’s or bachelor’s degree in surveying preferred
- A minimum of 3 years of office surveying experience including basic principles of boundary determination is preferred
- Survey Field experience preferred
- Proficient with AutoCAD Civil 3D, Microsoft Word, Microsoft Excel and Microsoft Outlook required
- Demonstrated ability working with several projects and tasks required
- Good written and verbal communication skills required

Apply at: [www.stoepfelwerth.com](http://www.stoepfelwerth.com) or send resume to [resumes@stoepfelwerth.com](mailto:resumes@stoepfelwerth.com)