



Banning Engineering is an award-winning, multi-dimensional civil engineering and surveying firm that offers a wide variety of services including site engineering, hydraulics & hydrology and land surveying. For more information about Banning Engineering, visit www.banningengineering.com.

Land Surveyor Assistant

A Land Survey Assistant is capable of drafting maps; reading, understanding and writing land descriptions; and compiling research and field data for survey projects. Survey projects include: Easements, Original and Retracement Surveys, Construction Surveys, Surveyor Location Reports, Plot Plans, Subdivision Plats, Exhibit Maps and ALTA/NSPS Land Title Surveys. It is the responsibility of the Land Surveyor Assistant to facilitate correspondence between individual Survey Crew Chiefs and the Project Surveyor/Project Manager to insure accurate and complete transfer of survey data.

This is a full time position that reports to the Project Surveyor.

Job Responsibilities:

- Review and Analyze Field Notes and Field Data, Land Descriptions, Easements, Surveys and Digital Survey Data using mediums such as: AutoCAD Civil3D, Microstation V8i, Trimble Business Center; Sitecomp; ArcGis; Global Mapper and online mapping and processing sources.
- Research and retrieve record instruments.
- Record survey and engineering documents.
- Calculate the location of property lines and easements from surveys and descriptions utilizing CAD software.
- Draft ALTA/NSPS Land Title Surveys, Original and Retracement Surveys, Topographic Surveys, Easements and Exhibits utilizing AutoCAD Civil3D per Project Surveyor or Manager standards.
- Review and Understand Title Commitments.
- Compose appropriately worded and accurate land descriptions.
- Utilize GIS data and aerial photography from various sources.
- Organize and File all items used in any project for future recall.
- Communicate and Coordinate with Project Surveyors and Project Managers to insure a complete, timely, precise product within the allotted budget.
- Perform occasional Field Work and Construction Calculations.

Qualifications/Requirements:

- Associates degree in Land Surveying or related field.
- Four years plus experience in land surveying.
- Knowledge of and experience with AutoCAD Civil3D, Microstation, Sitecomp, Trimble Business Center, ArcGis and Global Mapper.
- Proficiency in MS Office products.
- Candidate will work in a drug free environment and will have to submit to an initial screening.
- Ability to meet project deadlines within given budget limits and time frames.
- Self-starter with the ability to work independently and as team members.

Benefits:

- 100% Employer Paid Medical and Prescription Coverage with a choice of plans
- 401K Plan
- Employer-Paid Short And Long-Term Disability
- Employer Paid Life Insurance
- Flexible Spending Accounts
- Wellness Program Including On-Site Health Screenings
- Paid Time Off Program (including Vacation, Jury Duty & Bereavement)
- Employee Tuition Program
- Dependent Tuition Program
- Professional Development Opportunities
- Volunteer Paid Time Off
- Flexible Working Schedules
- Paid Gym Membership

We are a firm that hires based on character as well as experience.

To Apply:

Please send resume to hr@banningengineering.com or 853 Columbia Road, STE 101, Plainfield, IN 46168.