1. Performed field calculations to complete assessments.
2. Produced reports including legal description, measurements and geographical characteristics for average [Number] legal descriptions monthly.
3. Located monuments and natural geographical features to report on legal boundaries of over [Number] commercial lots using metes-and-bounds method.
4. Reported on lakes, ponds, rivers and streams to identify navigable channels and recommend construction of piers, bridges and other structures.
5. Created visual presentations of topographical characteristics using QGIS and ArcGIS.
6. Prepared GIS maps and written reports clearly depicting boundaries, landmarks and notable geographical features and loaded data into [Software] for design use.
7. Employed GPS technology to pinpoint baseline, meridian, tier and range coordinates defining boundaries of township residential lots.
8. Entered legal descriptions, lot sizes and other data into online databases through AutoCAD, SurvCAD and CADD interfaces.
9. Followed local, regional and national guidelines for land surveying.
10. Advised architects, contractors and engineers on ideal structure placement given drainage patterns, hydrology and topographical factors.
11. Consulted public records and contacted previous owners to conduct research on ownership, usage and zoning history.
12. Compiled measurement and marker data from plats and drawings using public records to determine geographical boundaries of land parcels and utility locations.
13. Used Trimble and Microstation to create topographical survey maps for new residential developments.
14. Coordinated with architects, developers and inspectors in developing new construction designs for commercial, residential and industrial developments.
15. Assisted surveyor with volumetric surveys of landfills, lakes and retention ponds.
16. Assessed individual survey project needs and planned workflows.
17. Evaluated crew workloads and available resources to prepare schedules and equipment allocations.
18. Gathered, organized and modeled data for survey reports and presentations.
19. Coordinated survey crew activities and oversaw field operations.
20. Read and used topographical data to complete analysis of land plots and roadways.