



Survey Position for Higginsville, Missouri Office

General	<p>Affinis Corp is growing and has an immediate opening a surveyor in our Higginsville office! Skills can range from no experience to a professional land surveyor (PLS). You'll work side by side with a senior PLS who will mentor you and guide you on career in Land Surveying. We are looking for a person who is self-motivated and driven by purpose. At Affinis, our purpose is to engage communities by building long-lasting relationships with co-workers, clients, and colleagues by knowing their needs and fulfilling their expectations. Our core values - balance, collaboration, excellence, servant leadership, and trustworthiness – are not just words on a wall. We practice them daily when making decisions as we strive to be the employer and consultant of choice. If you are ready to work some place where you can grow your career, and 'move the needle', check us out at https://affinis.us/ and send your resume to recruiting@affinis.us</p> <p>Office Location: 812 W. 35th Street, Higginsville, Missouri 64037 Corporate Headquarters: 8900 Indian Creek Parkway, Overland Park, Kansas 66210</p>				
Company Conformance Statements	<p>In the performance of their respective tasks and duties, all co-workers are expected to conform to the following:</p> <ul style="list-style-type: none"> •Exhibit Affinis values daily (balance, collaboration, excellence, servant leadership, trustworthiness). •Perform quality work within deadlines. •Interact professionally with co-workers, clients and colleagues, always striving to find ways to make their lives easier •Work effectively as a team contributor on all assignments. •Work independently while understanding the necessity for communicating and coordinating work efforts with other co-workers and organizations. •Exhibit regular and predictable attendance as this is an essential function of the job. 				
	Survey Crew Member I	Survey Crew Member II	Land Surveyor I	Land Surveyor II	
Responsibilities	<ul style="list-style-type: none"> • Follow direction of crew leader in order to gain knowledge and become more proficient in the position • Assist the Survey Crew Leader with topographic design surveys, property boundary surveys, and construction surveys • Work collaboratively with field survey staff and Affinis co-workers 	<ul style="list-style-type: none"> •Assist the Survey Crew Leader with topographic design surveys, property boundary surveys, and construction surveys •Follow direction of crew leader in order to gain knowledge and become more proficient in the position. •Assist with care and maintenance of equipment and vehicles 	<ul style="list-style-type: none"> •Work as a member or a survey crew performing boundary, topography, ALTA, right-of-way, and construction surveys for public and private clients •Responsible for operation, maintenance, and daily readiness of survey equipment, taking field notes, data collection, performing calculations and working with staff and clients on projects 	<ul style="list-style-type: none"> •Collaborate with Affinis co-workers and clients to determine land survey needs for internal and external projects •Create project budgets and schedules for internal and external land survey projects •Participate in coordinating office and field work tasks with co-workers and clients •Demonstrate good professional judgement in the field and office concerning decisions that impact 	

	<ul style="list-style-type: none"> • Safely operate and maintain survey equipment and vehicles • Perform surveys using survey hardware and software according to Affinis and client standards • Perform field operations for a variety of surveying projects including topographic design surveys, property boundary surveys, and construction layout • Provide input on field checks of the surveys, and other field oriented responsibilities as required • Field check surveys to actual field conditions—walk the site to verify drawings • Ability to understand and avoid basic sources of measurement errors • Enter field data and produce positional information (i.e., leveling, traversing, topographic mapping) with either a hand-held calculator or computer software • Complete administrative paperwork as requested and required (e.g., time and mileage sheets) 	<ul style="list-style-type: none"> • Provide input on field checks of the surveys, and other field-oriented responsibilities as required • Work collaboratively with field survey staff and Affinis co-workers • Teach and mentor other team members on Affinis survey techniques, requirements and standards to assure they have the information they need to grow and succeed in their position. • Perform surveys using survey hardware and software according to Affinis and client standards • Perform field operations for a variety of surveying projects including topographic design surveys, property boundary surveys, and construction layout • Field check surveys to actual field conditions—walk the site to verify drawings • Understand and avoid basic sources of measurement errors • Enter field data and produce positional information (i.e., leveling, traversing, topographic mapping) with either a hand-held calculator or computer software 	<ul style="list-style-type: none"> • Involvement in the office will include reducing survey data, performing calculations, copying, and filing data • Consistently meets and exceeds client expectations by ensuring the preparation of accurate work products by: <ul style="list-style-type: none"> ✓ completing and improving assigned portions of the document delivery process as directed ✓ identifying and recommending ideas that save clients time and money or that effectively solve potential problems/opportunities ✓ performing minor survey computations • Ensure timely document delivery by: <ul style="list-style-type: none"> ✓ Completing assigned tasks on or ahead of schedule and understanding individual activity schedules as they relate to overall project status • Deliver profitable projects by: <ul style="list-style-type: none"> ✓ providing input to project team, understanding and following project work plans ✓ Completing assigned tasks on or ahead of schedule ✓ Having knowledge of project and possible budget constraints ✓ Maintaining continuous, open communication with survey 	<p>the quality of work and client deliverable</p> <ul style="list-style-type: none"> • Ability to interpret various types of legal descriptions correctly to properly establish easement limits, property lines, and right-of-way lines • Prepare accurate easement, property, and right-of-way descriptions • Prepare survey drawings by reducing survey data in a CAD platform, drawing properties from record deeds and plats, performing necessary calculations, • File survey documents such as section corner reference reports or plats with appropriate local or state agencies as needed • Serve as the utility coordinator for Affinis on internal and external projects. This role includes requesting utility line locates and facility mapping, comparing field locates against what is known to be in the ground, and attending meetings at project milestones concerning utility lines. • Occasionally work as a member on a survey crew performing boundary, topography, ALTA, right-of-way, and construction surveys for public and private clients as needed • Responsible for operation, maintenance, and daily readiness of
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	<ul style="list-style-type: none"> • Must be aware of and practice general safety requirements and procedures for items such as traffic control and accessing properties (ex: railroads or highways) • Must be dependable, organized, accurate, and detail-oriented • Self-starter 	<ul style="list-style-type: none"> • Complete administrative paperwork as requested and required (e.g., time and mileage sheets). • Must be aware of and practice general safety requirements and procedures for items such as traffic control and accessing properties (ex: railroads or highways). Responsible for assuring other survey crew members are aware of pertinent safety requirements • Must be dependable, organized, accurate, and detail-oriented • Self-starter 	<p>manager and other team members</p> <ul style="list-style-type: none"> ✓ Using available technology appropriately ✓ tracking time accurately • Must be dependable, organized, accurate, and detail-oriented • Self-starter 	<p>survey equipment, taking field notes, data collection, performing calculations and working with staff and clients on projects</p> <ul style="list-style-type: none"> • Involvement in the office will include reducing survey data, performing calculations, copying, and filing data • Consistently meets and exceeds client expectations by ensuring the preparation of accurate work products by: <ul style="list-style-type: none"> ✓ completing and improving assigned portions of the document delivery process as directed ✓ identifying and recommending ideas that save clients time and money or that effectively solve potential problems/opportunities ✓ performing minor survey computations • Ensure timely document delivery by: <ul style="list-style-type: none"> ✓ Completing assigned tasks on or ahead of schedule and understanding individual activity schedules as they relate to overall project status • Deliver profitable projects by: <ul style="list-style-type: none"> ✓ providing input to project team, understanding and following project work plans ✓ Completing assigned tasks on or ahead of schedule ✓ Having knowledge of project and possible budget constraints
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Education	<ul style="list-style-type: none"> • High School Diploma or equivalent required; some college coursework preferred • Preference will be given to those who are willing to work towards licensure as a professional Land Surveyor 	<ul style="list-style-type: none"> • High School Diploma – some college preferred • Preference will be given to those who are or willing to work towards licensure as a professional Land Surveyor. 	<ul style="list-style-type: none"> • High School diploma – some college preferred • Minimum two years college education • Professional Licensed Surveyor in state where practicing land surveying. 	<ul style="list-style-type: none"> • Minimum two years college education • Professional Licensed Surveyor in state where practicing land surveying. • 	
Experience	<ul style="list-style-type: none"> • None required 	<ul style="list-style-type: none"> • 5 years' experience as a survey crew member; experience with fundamental survey techniques 	<ul style="list-style-type: none"> • 5-10 years' experience as a survey crew member or land surveyor 	<ul style="list-style-type: none"> • 10-15 years field and office experience 	