

# MATTHEW KIRKS, Geomatics LS

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## **PROFESSIONAL PROFILE**

Experienced leader in the civil engineering industry. Independent, strategic thinker with excellent verbal and written communication skills. Results and detail oriented with strong organizational, planning, leadership, analysis, problem solving, and relationship management skills. Ability to read and understand complex construction documents. Senior AutoCAD technician with 34 years of experience in implementing systems and managing staff. Proven success in analyzing, developing, coordinating and implementing complex projects. Thorough knowledge of governmental procurement methods. Ability to inspire and mentor junior team members.

## **PROFESSIONAL EXPERIENCE**

### **WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA),**

Professional Geomatics Land Surveyor

February 2013–Present

- Project Manager for the implementation of the Geomatics Office historical document scanning project and ensuring adherence to WMATA policies, procedures and quality control. Assessed and assigned scanning priorities to the contractors that worked on this project.
- Developed and implemented the approach to the historical document scanning project that includes the procedures for file storage to ensure documents are easily traceable and retrievable with controlled access.
- Responsible for developing technical specifications, scope of work, independent cost estimates, project budget analysis and project documentation for Geomatics Office.
- Managed CAD consultants in the development of the Emergency Response Maps and organized/streamlined the CAD drawing procedures.
- Geomatics Office procurement administrator, ensuring that all contract management policies and procurement regulations and procedures are followed.
- Prepares and reviews various types of surveys that include boundary, track, control, easement, legal descriptions, topographic & planimetric data, CADD drawings, and technical survey reports for accuracy, completeness and ensures compliance with WMATA design criteria, survey procedures and standards.
- Prepares and reviews statement of work documents for survey contract work and provides recommendations to ensure that the Authority's current needs are met.
- Reviews survey consultant proposals for technical accuracy and completeness.

### **MACRIS, HENDRICKS & GLASCOCK, PA, Professional Land Surveyor**

September 1999–February 2013

- Program manager for a multi-million-dollar expansion of the corporate limits and development of Brunswick, Maryland. Managed the field and office surveying work of the field crews and office personnel. This project included all aspects of residential and commercial land development surveying from initial the boundary to final lot corners being set.
- Managed specification writers in the development and implementation of CAD standard specifications.
- Responsible for the deployment of a new CAD software platforms for 30 end users.
- Supervised a team responsible for the execution of boundary, ALTA and topographic surveys, plat, lot and stakeout computation.
- Analysis of architectural and structural drawing to ensure accuracy of technical specification.
- Responsible for conducting real property research at the Land Records and Tax Assessment office in Maryland, DC and Virginia.
- As a District of Columbia Licensed Surveyor, responsible for project management of all DC survey projects.
- Led an organization-wide effort to innovate, plan and implement technological standards for the corporate information systems.
- Assist the CIO in daily end user technical support needs.
- Consistently recognized for delivering quality projects on time and within budget.

**POTOMAC CONCRETE RESTORATION, INC.**, Principal February 1997–September 1999

- Owned and operated a decorative concrete business.
- Main responsibilities included
  - Construction project management, including project proposals, budgets and scheduling.
  - Partnered with clients on detailed project design, layout and implementation.
  - Managed 10 employees in all phases of the construction process.
  - Ensured safe working conditions.
  - Responsible for budget management and payroll.

**MACRIS, HENDRICKS & GLASCOCK, PA**, Land Surveyor /CADD Tech. May 1994–March 1997

- Responsible for boundary, ALTA and topographic surveys, plat, lot and stakeout computation.
- Trained field personnel on procedures and processes for collecting field data.
- Review of architectural and structural drawing prior to computation.
- Import, export and process data from/for the data collector.
- Land Records and tax office research in Maryland and Virginia

**PERRY HARMAN & ASSOCIATES, INC.**, Residential Real Estate Appraiser

March 1992–April 1994

- Maryland and District of Columbia licensed residential real estate appraiser.
- Inspected single and multi-family properties.
- Produced appraisal reports for financing.
- Residential review appraiser.

**PROFESSIONAL ACCREDITATIONS**

## Professional Land Surveyor

District of Columbia (LS901388)

2005 - Present

## Residential Real Estate Appraiser

District of Columbia

1992 - 1995

Maryland

1992 - 1995

**EDUCATION**

Walter Johnson High School, Bethesda, MD 1980 Graduate

Montgomery College, Rockville, MD 1983 - 2019

Catonsville College, Catonsville, MD 1985 - 1987

Prince Georges Community College 2001 - 2002

**PROFESSIONAL ASSOCIATIONS**

District of Columbia Association of Land Surveyors 2001 - Present

Director at Large 2002 - 2005

Treasurer 2009 - 2014

Webmaster &amp; Events 2009 - 2025

President 2014 - 2015

California Land Surveyors Association 2005 - 2010

Vice President 2007

Secretary 2008

**CIVIL ASSOCIATIONS**

Boy Scouts of America 2002 - 2006

Cub Scout Leader &amp; Surveying Merit Badge Counselor 2002 - 2005

Rotary Club of Newbury Park 2005 - 2009

New Generations / Youth Chairman 2005 - 2008

Named as a Paul Harris Fellow 2007 &amp; 2009

Metro Bethesda Rotary Club 2009 - 2011