

## Project Surveyor

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### Position Description

The Project Surveyor is responsible for completing survey portion of project by acting as liaison between field and office surveyors and project management.

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### Duties & Responsibilities

- Coordinate daily activities of at least one field crew and/or survey technician
- Responsible for understanding budgeting, project cost control, and meeting project schedules
- Process and file survey data files, field notes, photos, and sketches
- Perform CAD work to create and finalize survey drawings
- Use Excel and survey programs to process, verify data, and run reports
- Perform daily downloads of data collector files
- Research deeds and maps, perform boundary analysis, and determinations
- Maintain exceptional internal and external client relations
- Achieve performance objectives and financial metrics (see Key Performance Indicator document)
- All other duties as assigned

### Qualifications

- Bachelor's degree in Land Surveying and/or equivalent combination of education & experience
- SIT or PS license preferred
- Minimum three (3) years applicable experience
- Experience with AutoCAD and Civil3D; experience with Microstation a plus
- Experience with field to finish procedures and methods
- Experience with ALTA/NSPS Land Title Standards
- Experience with processing GPS data
- Wide range of experience in all types of surveys and construction layout
- Field experience as a Chief Field Surveyor and willingness to perform field work as needed a plus
- Must possess a valid driver's license and be able to travel to the corporate office as well as local clients and project sites
- Excellent concentration and proofreading skills with strong attention to detail
- Exceptional written, presentation, and interpersonal communication skills
- Ability to work collaboratively in diverse teams including technical and non-technical personnel
- Resourceful, action-oriented, creative, and analytical thinker
- Ability to work efficiently and effectively under tight deadlines as well as balance multiple projects by prioritizing effectively
- Strong planning, organization, preparation, and execution capabilities
- Open to new ideas, innovation, and change
- Strong problem solving/analytical skills

### Work Environment and Physical Demands

- Office setting primary
- Ability to travel and/or work in the field as needed
- Regularly required to sit
- Frequently lifts or moves objects up to 20 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the associate for this job. Duties, responsibilities and activities may change at any time with or without notice.*