

## Survey Project Manager

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### Position Description

The Land Survey Project Manager is responsible for translating office preparation work to the field crew and technical staff while overseeing survey projects in order to achieve the profitability, safety, quality, and operations objectives of the company.

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### Duties & Responsibilities

- Verify the accuracy of data, including measurements and calculations, conducted at survey sites
- Search legal records, survey records, and land titles to obtain information about property boundaries in areas to be surveyed
- Calculate heights, depths, relative positions, property lines, and other characteristics of terrain
- Prepare and maintain sketches, maps, reports, and legal descriptions of surveys to describe, certify, and assume liability for work performed
- Direct or conduct surveys to establish legal boundaries for properties, based on legal deeds and titles with review to licensed surveyors
- Prepare or supervise preparation of all data, charts, plots, maps, records, and document related to surveys
- Write descriptions of property boundary surveys for use in deeds, leases, or other legal documents
- Compute geodetic measurements and interpret survey data to determine positions, shapes, and elevations of geomorphic and topographic features
- Determine longitudes and latitudes of important features and boundaries in survey areas using theodolites, transits, levels, and satellite-based global positioning systems
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features
- Consistently meet and exceed client expectations by ensuring accurate, complete, and timely communication of information to and from clients and internal staff
- Ensure the preparation of accurate, complete, and value-added work products and perform complex survey computations
- Prepare and maintain sketches, maps, reports, and legal descriptions of surveys to describe, certify, and assume liability for work performed
- Ensure timely document delivery and deliver profitable projects
- Perform construction staking calculations
- Analyze and review work of survey crews
- Prepare cut sheets for field crews
- Interpret design plans for construction staking calculations
- Maintain filing system
- Analyze and write legal descriptions
- Perform record map and document research
- Prepare plats and legal descriptions
- Prepare record boundary and easement maps
- Participate in and lead various aspects of survey quality assurance & quality control process
- Maintain exceptional internal and external client relations
- Establish project objectives by collaborating with clients and management
- Develop project proposals and cost estimates
- Solidify contractual relationship with client by negotiating and obtaining signed contracts prior to commencing work; establishing a project plan; determining timeframes, budgets, staffing and project schedule; organizing project team; assembling and directing team members; assigning responsibilities; negotiating and contracting with approved sub-consultants
- Maintain project budget and schedule
- Approve work product by analyzing design, client requirements, and performance standards
- Achieve performance objectives and financial metrics
- All other duties as assigned

### Qualifications

- Bachelor's degree in Land Surveying or related field and/or equivalent combination of education & experience
- SIT or PS license preferred
- Minimum seven (7) years applicable experience
- Experience budgeting a variety of survey projects
- 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 all field data including 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

Work Environment and Physical Demands

- Office setting
- 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.*