

JOB TITLE: Project Surveyor (office)
DEPARTMENT: Surveying/GIS
LOCATION: Visalia
SUPERVISOR: Professional Land Surveyor
SALARY RANGE: _____
STATUS: Full-time, Regular, Exempt

POSITION DESCRIPTION:

Working independently, and under the general direction of a senior or principal surveyor, the project surveyor plans, designs, and directs surveying projects. This position is held by those who are licensed surveyors with 2 or more years of practical experience in the full range of project management functions. This role may be one of a consultant, project manager, or a team leader, who can expect direction when needed from his/her supervisor in honing skills in client management, leadership, and various aspects of project management.

As a licensed surveyor, the project surveyor has determined his/her greatest strengths and interests, and may or may not choose to pursue a career path based on his/her technical skills, leadership qualities, or project management abilities (he/she may serve in any/all of these roles). A project surveyor may become a senior project surveyor after he/she gains at least 5 years experience and is able to successfully fulfill the responsibilities of senior project surveyor in a leadership, project management or technical role. He/she would expect to receive continuing training on supervising/managing others; project administration, budgeting, and/or technical skills.

RESPONSIBILITIES AND TASKS:

- May serve as a project manager or team leader with emphasis on technical abilities, leadership skills, or project management abilities
- Research survey and deed records. Reduce field survey data. Prepare Topographic, Record of Survey, Parcel, ALTA and Subdivision Maps. Interpret and write legal descriptions. Perform map checking.
- Analyzes reports, maps, drawings, blueprints, tests and aerial photographs to plan and design projects
- Use computer-assisted surveying software and equipment to prepare surveying documents.
- Prepare staking plans for field crews.
- Work with office and field survey technicians to accomplish project tasks.
- Develop estimate, scope, schedule and agreement for proposed projects.
- Communicate with clients and agency personnel.
- Serving as a project manager, or team leader, prepare and monitor project budgets. Has overall responsibility for the profitability of his/her projects. Also responsible for project schedules and timely completion of projects
- May serve as primary client contact and supervise and monitor client relationship strategies.
- Oversees contact administration. Works with client, agencies, and Quad Knopf senior management to assure that tasks are appropriate and deliveries can be made on time and on budget.
- May work with other teams, departments, and/or offices to assure that expert staff are consulted when appropriate for a project concern/issue

- May attend client meetings and associated agency meetings (including city council, county planning and zoning, etc.)
- Responsible for control of work-in-process, ensures accurate client billings, and conducts outstanding accounts receivable and collection efforts on his/her projects.
- Billable production: minimum of 85%

EDUCATION:

- Bachelor's degree in surveying from an accredited four-year college or university or 8 or more years' experience.
- License or registration as Professional Surveyor, preferably in the States of California and/or Nevada

EXPERIENCE:

- Minimum of 2 years post PLS experience preferred.

SKILLS AND ABILITIES:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra, geometry, trigonometry, and financial functions.
- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Proficient with AutoCAD, other CAD programs, and Microsoft Office suite
- Familiar with data collection software and hardware, robotic total stations and RTK systems.
- Ability to work well with others (as a team member) and alone.
- Ability to lead, supervise, and mentor others on a team or within a department when in a leadership capacity
- Ability to communicate well with other staff, clients, and agencies to accomplish team goals.
- Visual acuity and manual dexterity. Repetitive wrist and hand motions required.
- Ability to sit or stand for long periods.

WORKING ENVIRONMENT: Indoor working environment, working Monday through Friday 8 a.m. through 5 p.m. Occasional evening and weekend work may be required to complete projects.