

## Project Surveyor, Lincoln, RI

### JOB DESCRIPTION

The Project Surveyor (II) will perform field and office production work related to the management of survey projects including scheduling and budgeting of personnel and resources as needed for the successful completion of projects. Project Surveyor (II) is also responsible for quality control and assurance (QA/QC). He/She may also work closely with project team members and clients to lead, prepare, and participate in project proposals.

### RESPONSIBILITIES: (Other Duties May Be Assigned)

- Act as project manager with regard to project budgets, setting, maintaining and upholding standards, estimation of projects, map preparation and coordination of field and office scheduling
- Provide guidance to Survey Crews and junior Project Surveyors in order to complete daily survey assignments correctly and proficiently
- Support surveying and mapping activities for boundary surveys, topographic mapping and construction staking projects
- Prepare instructions and support information, as well as reviews field notes and staking information for completeness and clarity
- Help grow departmental revenue by strengthening relationships with professional contacts and existing clients
- Will assist engineer in outlining objectives, requirements and design approaches
- Responsible for gathering engineering data from a variety of sources
- Will attend project and pre-construction meetings and provide input to ensure proper policies, procedures and specifications are followed
- Coordinate and share work with other outlying offices as directed
- Must be able to manage multiple projects and teams
- Solicit, respond and prepare proposals for services
- Participate and facilitate meetings with stakeholders and clients
- Assist in project deliverables as appropriate
- Work in a safe manner and obey all safety regulations
- Continually advance knowledge with upgrades in technology
- Complete internal and external training as required

### REQUIRED SKILLS & ABILITIES:

- Prior experience working on both civil/site and structural engineering and surveying projects
- Proven ability to research and compile record information such as record maps, legal descriptions, utility information and right of any data
- Strong leadership & communication skills, work ethic, dependability
- Must have strong supervisory skills
- Ability to gather and organize survey research and records
- Ability to read and interpret engineering plans and construction documents
- Ability to prepare calculations and instructions for field work
- Ability to manage multiple projects simultaneously
- Must be proficient with the use of survey equipment. (GPS, Robotics, Total Stations, Levels, Scanners, and Data Collectors)
- Able to work independently
- Desire to work in a team environment
- Observes company and client safety requirements

### EDUCATION and/or EXPERIENCE

- High School Diploma or equivalent
- Minimum of 7 years of survey experience required
- Supplemental courses in surveying a plus

### COMPUTER SKILLS

- Proficient in Microsoft Office including Outlook, Excel and Word
- Proficient in AutoCAD Civil 3D and/or Land Development Desktop



## BENEFITS

### HEALTH INSURANCE

- MEDICAL AND DENTAL
- VOLUNTARY VISION CARE
- FLEXIBLE SPENDING ACCOUNT

### OTHER INSURANCE

- LIFE INSURANCE
- ACCIDENTAL DEATH AND DISMEMBERMENT
- EMPLOYEE ASSISTANCE PROGRAM
- VOLUNTARY LONG-TERM CARE

### RETIREMENT

401(K) PLAN

### TIME OFF

- 10-PAID HOLIDAYS
- PAID VACATION
- SICK LEAVE
- SHORT-TERM/LONG-TERM DISABILITY
- MILITARY LEAVE
- JURY DUTY LEAVE

### CAREER DEVELOPMENT

- TUITION REIMBURSEMENT
- PROFESSIONAL REGISTRATION LICENSING AND CERTIFICATION FEES REIMBURSEMENT
- PROFESSIONAL MEMBERSHIP DUES REIMBURSEMENT
- PAID EMPLOYEE ATTENDANCE AT CONFERENCES/SEMINARS