

Senior Project Surveyor, Boston

RESPONSIBILITIES: (Other Duties May Be Assigned)

- Act as project manager with regard to leading client contact and contract negotiations, project budgets, setting, maintaining and upholding standards, estimation of projects, map preparation and coordination of field and office scheduling.
- Provide guidance to Survey Crews , Project Surveyors and Survey Technicians 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
- Will have supervisory responsibilities for group members and support staff including hiring, promoting, performance reviews, and training
- Instruct, train, and mentor survey staff to deliver work that exceeds client expectations
- 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
- Help grow departmental revenue by strengthening relationships with professional contacts and existing clients
- Coordinate and share work with other outlying offices as directed
- Develop and maintain strong client relationships
- Must be able to manage multiple projects and teams
- Solicit, respond and prepare proposals for services
- Participate and facilitate meetings with stakeholders and clients
- Effectively deal with difficult situations and confrontation both internally and externally
- Stamp, seal and record survey plans
- 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
- Track project budgets and billings
- Strong leadership & communication skills, work ethic, dependability.
- Must have strong supervisory skills
- Demonstrated ability to instruct/ coach survey staff on how to perform the aspects of their job they may not be skilled in
- 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
- Highly motivated and detail oriented
- Desire to work in a team environment
- Observes company and client safety requirements

EDUCATION and/or EXPERIENCE

- Minimum 7 years of experience as a Professional Land Surveyor (PLS)
- 10+ years of survey experience
- Previous supervisory experience
- Minimum High School Diploma or equivalent. Associates or Bachelor's degree 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
-