



## **JOB DESCRIPTION - PROJECT SURVEYOR**

- Performs surveying assignments within company and industry standards using a computer as an aid to drafting and document deliverables
- Prepares accurate, complete, and value-added work products and perform complex survey computations
- Ensures timely document delivery by completing assigned tasks on or ahead of schedule and understands how activity being performed relates to overall project status
- Perform construction staking calculations
- Analyze and review work of survey crews
- Responsible for reducing field data to coordinate geometry
- Understands field codes and stringing (field to office data collection)
- Prepares cut sheets for field crews
- Interpret design plans for construction staking calculations and coordinates with engineering staff to ensure proper interpretation
- Understand tolerances and accuracy as they relate to project needs
- Understands and maintains computer and hard copy filing system
- Analyzes title reports and legal descriptions
- Performs necessary map and deed research
- Assists in boundary analysis
- Prepare plats and legal descriptions
- Prepare record boundary and easement maps
- Prepare Tentative Maps, Parcel Maps, Final Maps, Record of Survey and ALTA Maps
- Works closely with Director of Surveying, Project Managers, Engineers and Designers to obtain project information and ensure drawings are accurate and complete
- Works with engineering department to identify proposed easements
- Reviews all work for completeness and accuracy before submitting to supervisor for review
- Deals directly with map checker to resolve project mapping issues
- Uses Burrell checklist to ensure quality and completeness
- Assists in setting up and maintaining Survey Standards
- Maintains the look and consistency of Burrell drawings
- Maintains consistent layers and line types
- Maintains consistent file names and directories
- Identifies, recommends, and practices ways to be productive and efficient
- Provides accurate account of time spent on projects with descriptions for each time entry
- Plots maps and assemble sets for submittal
- Maintains neat and orderly work area, which will allow access to project information to other team members
- Performs hard-copy plan filing
- Performs other duties as assigned