



JOB DESCRIPTION – SURVEY PROJECT MANAGER

- Oversees all surveying operations including budgeting, scheduling, directing subordinates, prioritizing multiple projects and deadlines, and communication with management staff.
- Coordinates, prioritizes, and distributes workload within the survey department to ensure the efficient, cost effective utilization of staff to meet deadlines.
- Identifies, recommends, practices, and develops ways for staff to be productive and efficient.
- Reviews and approves staff timesheets.
- Advises and assists staff with company policy, process, and methods.
- Attends staff meeting for coordination and scheduling of work with all departments.
- Prepares proposals on projects with subsequent project management responsibilities.
- Understands project's scope of work and communicates this scope to support staff.
- Monitors and maintains project budgets & productivity.
- Demonstrates creativity, foresight, and mature surveying judgment in anticipating and solving problems.
- Develops standards and guidelines.
- Plans and implements improvements for the surveying department (long term and short term).
- Acknowledges and implements appropriate suggestions from support staff.
- Participates in the selection, training, and development of the new surveyors.
- Maintains records of performance for survey personnel and provides written and oral reports.
- Provides training opportunities to ensure staff maintains current in knowledge with regards to industry and company standards.
- Oversees and performs surveying assignments within company and industry standards using a computer as an aid to drafting and document deliverables.
- Oversees and 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.
- Oversees construction-staking calculations.
- Coordinates construction staking schedule with general contractor and maintains positive client relationships.
- Analyzes and reviews work of survey crews.
- Develops and enforces field codes and stringing (field to office data collection).
- Oversees preparation of cut sheets for field crews.
- Interpret design plans for construction staking calculations, identifies plan discrepancies and conflicts, 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.



- Perform boundary analysis and resolution
- Prepares plats and legal descriptions.
- Prepare record boundary and easement maps.
- Prepare Tentative Maps, Parcel Maps, Final Maps, Record of Survey and ALTA Maps.
- Works with engineering department to identify proposed easements.
- Reviews all work for completeness and accuracy.
- Deals directly with map checker to resolve project mapping issues.
- Stamps and signs maps and legal descriptions.
- Assists in setting up and maintaining Survey Standards.
- Maintains the look and consistency of Burrell drawings.
- Provides accurate account of time spent on projects with descriptions for each time entry.
- Maintains neat and orderly work area, which will allow access to project information to other team members.
- Performs other duties as assigned.