



JOB DESCRIPTION - PROJECT SURVEYOR

- Performs surveying assignments within company and industry standards using a computer as an aid to draft 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 other duties as assigned.

Salary Range: \$32 per hour to \$55 per hour

*Salary Range is based upon level of education, years of experience, proficiency, and depth of knowledge in the industry.