



PEC+ Job Description

Job Title: Survey Project Manager	Exempt/Nonexempt: Exempt
Reports to: Director of Land Surveying → VP of Surveying	Department: Land Surveying
Date: 11/13/2020	Prepared by: Human Resources

Position Overview

This position will perform and facilitate all aspects in the execution and management of land surveys in commercial, residential and mixed-use projects for PEC Land Surveying Department. This position will be very proficient and have excellent knowledge and understanding of all job responsibilities.

Qualifications & Skills:

- Bachelor's / Associates degree in related field preferred
- RLS required
- 5 - 7 years practical experience required
- Excellent knowledge of professional surveying practices and procedures; state and federal law affecting land surveying and boundaries is required
- Very proficient in CAD based software
- Strong leadership and interpersonal skills

Principal Skills and Responsibilities (Essential Functions):

- Prepare, review and monitor field surveys
- Direct field and office staff to execute field surveys
- Perform quality control of all survey documents, including survey plans, record plats, descriptions, and review of title commitment reports
- Process field work
- Prepare and review CAD work, plats and final surveys
- Coordinate and assist in scheduling and preparing cost estimates under the supervision of the Project Surveyor
- Perform financial management of survey projects including proposal preparation, billing reports, invoicing and collections
- Survey boundary analysis and computations of ALTA, topography, utility and roadway surveys utilizing AutoCAD Civil 3D
- Assist in training and management of survey department field crews, CAD technicians and support staff
- Schedule and coordinate between other departments and companies



- Other duties as assigned
- Adhere to all company policies and procedures

Supervision Received:

- Director of Land Surveying
- Vice President of Surveying

Supervision Exercised:

- Survey Crew
- Survey Technicians

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