



PEC+ Job Description

Job Title: Manager of Survey	Exempt/Nonexempt: Nonexempt
Reports to: Director of Survey	Department: Survey
Date: 04/02/2024	Prepared by: Human Resources

Position Overview

As a Survey Manager in the field of civil engineering, you will play a critical role in overseeing and managing survey operations for construction and infrastructure projects. Your responsibilities will include planning, coordinating, and executing survey activities to ensure accurate and timely data collection. You will collaborate closely with project stakeholders to support project planning, design, and construction phases.

Qualifications & Skills:

- Bachelor’s degree in Civil Engineering, Geomatics, Surveying, or a related field. Master’s degree or professional licensure (e.g., Professional Land Surveyor) is preferred.
- PLS required.
- Minimum of 5 years of experience in land surveying, with a focus on civil engineering projects.
- Proficiency in surveying techniques, equipment operation, and data processing software.
- Strong leadership skills with the ability to effectively manage survey teams and coordinate multidisciplinary project activities.
- Excellent communication skills, both written and verbal, with the ability to convey technical information to non-technical stakeholders.
- Familiarity with relevant surveying regulations, standards, and industry best practices.
- Demonstrated problem-solving abilities and attention to detail in a fast-paced project environment.
- Valid driver’s license and willingness to travel to project sites as required.
- Ability to work outdoors in various weather conditions and terrain.
- Willingness to work extended hours and weekends as project demands dictate.

Principal Duties and Responsibilities:

Survey Planning and Coordination:

- Develop comprehensive survey plans in accordance with project requirements, schedules, and budget constraints.
- Coordinate survey activities with project managers, engineers, and subcontractors to ensure alignment with project objectives.
- Identify potential survey challenges and develop mitigation strategies to overcome them.





Survey Execution and Data Collection:

- Direct and supervise survey crews in the field to conduct topographic surveys, boundary surveys, construction staking, and other survey tasks as needed.
- Oversee the operation and maintenance of survey equipment, including total stations, GPS/GNSS receivers, and unmanned aerial vehicles (UAVs).
- Ensure the accuracy and integrity of survey data through rigorous quality control measures.

Data Processing and Analysis:

- Manage the processing and analysis of survey data using industry-standard software such as AutoCAD Civil 3D, Trimble Business Center, or similar applications.
- Generate precise survey deliverables including topographic maps, digital terrain models (DTMs), boundary plats, and construction layout plans.
- Collaborate with engineering and design teams to integrate survey data into project designs and models.

Regulatory Compliance and Documentation:

- Ensure compliance with relevant surveying regulations, standards, and best practices, including those set forth by local, state, and federal agencies.
- Prepare and maintain accurate survey documentation, including field notes, survey reports, and record drawings.
- Assist with the preparation of legal descriptions, easement documents, and other land surveying-related paperwork.

Client Communication and Relationship Management:

- Serve as the primary point of contact for clients regarding survey-related matters, providing timely updates and addressing inquiries as needed.
- Build and maintain positive relationships with clients, subcontractors, and regulatory agencies to facilitate project success.
- Participate in project meetings, progress reviews, and presentations to communicate survey-related findings and recommendations.

Supervision Received:

- Director of Survey

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