



PROJECT SURVEYOR
Professional Land Surveyor

February 7, 2018

JOB SUMMARY

Coordinates and directs all aspects of assigned survey projects to ensure that projects are completed within budget and timeline constraints. Reviews projects for compliance with statutory and company policies and standards. Reviews project deliverables before stamping and/or delivery to clients. Estimates jobs for RFPs and addresses other requests from potential clients. Coordinates survey work with other Y2 team members to ensure multidisciplinary projects are addressed in an efficient manner. Develops and advises others in the survey department on best practice techniques based on and changing with the most recent technology. Aides in the mentoring and training of survey staff. This person will report to the Survey Department Manager. Billable expectation is 80%.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES

- 1) *Project Management and Standards Development/Maintenance*
 - a) Confer with the client and Survey Department Manager to develop proposals and estimates, determine project requirements, timeframes and other information necessary to ensure projects are completed on time and on budget. Alerts the necessary personnel of any changes to the proposed scope of services, budget or contract.
 - b) Ensure projects follow all federal, state and local laws, and any requirements of the firm.
 - c) Review and stamp plats, surveys and certifications.
 - d) Review and approve invoices, and assist with collection when necessary.
 - e) Perform calculations, setup, or fieldwork as needed to assist field crews.
 - f) Coordinate with the Survey Project Manager and Survey Technicians to develop and maintain standard field codes and data formats compatible with data collection and CAD/design software.
 - g) Coordinate with the Survey Department Manager to develop best practice techniques for all aspects of surveying to ensure the department has available the most efficient practices and is taking advantage of the latest available technology.
- 2) *Work with Project Team Members, Serve as Client Interface*
 - a) Maintain a positive working relationship with team members.
 - b) Collaborate with Managers to prioritize projects, workloads and needs.
- 3) *Service to the Company, Community, and Profession*
 - a) Engage in appropriate behavior and/or conduct that is consistent with continued growth of Y2.
 - b) Refrain from public activities or behavior that could undermine or conflict with the goals and interests of the firm and/or our Client(s).
 - c) Participate in marketing efforts.
 - d) Develop client and professional networks through professional associations and committees. Promote the professional standing of the firm through those networks.
- 4) *Professional Development*
 - a) Maintain licensure by attending training sessions and conferences.
 - b) Work toward professional licensure in other states where Y2 operates.
- 5) *Other*
 - a) Duties as they develop and are assigned

TO APPLY:

Send **cover letter, resume** and **three references** to jobs@y2consultants.com. The subject line should be the title of the position you are applying for.