

## **Project Surveyor Opportunity with Otak**

Otak is looking to hire a self-motivated, energetic, customer-focused Project Surveyor to work in our Portland or Vancouver office. Our team works with many clients in the Portland Metropolitan area on a broad range of municipal and private projects as well as around the Western US for the National Park Service, Amtrak, Federal Aviation Administration and Union Pacific Railroad. This person will primarily work in the office but may also be called upon to visit work sites from time to time.

***Not only does Otak offer a competitive benefits package, this position is eligible for a signing bonus and if you are out of the area, relocation assistance!***

### **Responsibilities:**

- Perform survey research, AutoCAD drafting, calculations, preparation of maps and exhibits, preparation of legal descriptions, elevation certificates, cost estimates, and proposals.
- Gather information for survey, topographical mapping, cross-sections, horizontal and vertical control, construction staking preparation and layout, location of right of way, and utility locations to be used in preparation of plans and specifications.
- Participate in pre-survey planning meetings with project managers, surveyors, and other survey crew.
- Work effectively in a team environment and to supervise, train, and evaluate subordinate field survey personnel
- Manage survey projects and budgets.

### **Qualifications:**

- Minimum 6 years' experience working as an Office Survey Technician or as a PLS.
- Land Surveyor In Training (LSIT) certification required.
- Professional Land Surveyor Licensure preferred.
- Experience with AutoCAD.
- Trimble Business Center or Starnet software experience preferred.
- Solid written and verbal communication skills.
- Valid driver's license including a good driving record and ability to meet company insurance requirements.
- Ability to understand the use of standard survey equipment, such as Trimble GPS, Trimble S6/S7 Total Station, and levels preferred.

*While Otak does not currently have a mandatory COVID vaccination policy, we do work with public agencies and private clients who do require all contractors and subcontractors be vaccinated.*

### **Benefits**

At our core, we believe that supporting our communities begins with supporting our employees. No matter what stage you're at in your career, we have a comprehensive total rewards program to enhance your quality of life, help support your family, and assist you in achieving your personal and professional goals. Otak employees enjoy competitive salaries; no-cost medical, dental, vision, life and disability insurance; a 401(k)-retirement match that is 100% vested immediately; Paid Time Off (PTO) accrual based on your industry experience rather than your seniority plus 9 paid holidays per year; a commuter allowance (based on your office location); support for your professional registration and/or certification fees; and much more!

### **Why work at Otak?**

We're not just looking for skills and experience, having shared values is just as important! When you work at Otak, you aren't just joining a firm — you're joining a community. We believe our best work happens in a culture of collaboration and inclusion, where the expertise of diverse individuals can thrive in a foundation of teamwork. The work environment we create is built on a simple concept: working on interesting projects with interesting people. However, we don't just believe in cultivating our own community; we're also committed to enriching the communities around us with smart, creative solutions. We know our employees make an investment in us, so we're committed to making an investment in them. Seasoned experts and young professionals work together to encourage personal growth and skill development at all experience levels. Plus, we're expanding — and we're dedicated to developing an internal infrastructure with the strength and talent to support that growth.

### **What is it really like to work at Otak? Watch this short video: [Our Why](#)**

Otak employees have a progressive mindset and sustainable community perspective. We encourage our staff to volunteer in their communities by giving them an option to earn extra vacation time for their volunteer hours. Otak combines the best of a small firm mentality with strong collaboration across disciplines with the plentiful opportunities to work on exciting projects offered by a growing firm. We also encourage life balance and foster a fun work environment. Our Northwest sensibilities are reflected in our commitment to sustainability and diversity. And believing that diversity fosters innovation and strengthens our skills, we embrace a culture of inclusion and equity in our company and in our communities.

### **Equal Opportunity**

Otak is proud to be an Affirmative Action and Equal Opportunity Employer. The Equal Opportunity policy at Otak, Inc. provides a fair and equal employment opportunity for all employees and applicants regardless of race, color, religion, nation origin, gender, gender identity, sexual orientation, age, marital status, protected veteran status or disability or any other status(es) protected by law. Otak ensure nondiscrimination in all programs and activities in accordance with Title VII of the Civil Rights Act of 1964 and mandatory supplements to EEO (revisions).

At Otak, we recognize that inclusion is a practice and we are determined to lead our industry by embedding that practice into our work. Cultivating an inclusive workplace environment is ongoing and consistent work, requiring dedication and commitment from every member of the organization. This commitment is reflected in Otak's promise to significantly increase employee diversity, impact the communities in which we work, and establish ongoing relationships within these communities.

Otak's Vision for an Inclusive Environment includes the following:

- We embrace diverse identities, and willingly engage across difference
- All employees can experience the workplace safely and show up as their authentic selves
- Fostering unique perspectives and an open exchange of ideas
- Engaging one another with curiosity rather than judgment
- Relationships are built on mutual trust, dignity, and respect

If you are a minority, veteran, person with a disability, or a member of the LGBTQA Community, we strongly encourage and welcome you to apply to any open position of interest. If you want to learn more about Otak, this position, or the company's commitment to diversity, equity, and inclusion, contact our Human Resources Department at [GRPHumanResources@otak.com](mailto:GRPHumanResources@otak.com).

\*Please note, Otak is not accepting resumes from 3<sup>rd</sup> party recruitment agencies at this time.

**To apply, please go to: <https://www.otak.com/careers/open-positions/>**