

Job Title: Project Surveyor

Job Posting (#17-29)

This position can be located in one of the following locations: Lake Oswego or Medford

Summary

With the oversight of the Survey Division Manager and/or Team Leads, manage small to medium sized survey projects, client relations, plan, direct, and oversee logistics for field surveys, and results. As a technical expert in surveying, perform specialized instrument operation, and data analysis for routine to complex surveys. Organize and manage all aspects of survey projects, analyze data and interpret results, generate reports, maintain records, and carry out assignments with the project team members. Maintain advanced proficiency with survey software, and equipment. Responsible for ensuring all tasks of the Statement of Work or Work Assignment are met and delivered to clients on time. With direct mentorship from the Survey Division Manager and/or Survey Team Leads, learn to leverage rapport and communicate effectively with clients, lead/attend client and project meetings, and provide technical leadership. Coordinate with clients and client's representatives on projects; develop new work opportunities with existing clients with direct mentorship of the Survey Division Manager.

Essential Duties and Responsibilities

Project Management and Client Relations

- Function as a survey discipline project manager on projects, with collaboration with Survey Division Manager and/or Survey Team Leads.
- On a regular basis, lead and manage client interactions, key meetings, and ensure all appropriate client communications are occurring for project success and client satisfaction.

- Coordinate with other pertinent Section DM's, PM's, PE's, PLS's, and assigned Survey staff for project deliverables.
- Oversee the completion and review survey project deliverables, per work assignment. Communicate effectively with clients and other staff members.
- Write concise, clear reports, documents, correspondence, and related project documentation.
- Keep Survey Division Manager apprised of project management issues as appropriate.
- Direct survey crew activities for your assigned projects.
- Assist Survey Division Manager with survey projects, involving work order execution, scheduling, priorities, and associated budget and expense charges for assigned OBEC projects.
- Make presentations and communicate findings to Project Management, Engineering or Survey staff.
- Provide project-level QA/QC reviews, uphold and enforce OBEC's high standards of quality.
- Provide input to employee performance evaluations, professional development and training recommendations for assigned staff.
- Perform other related duties as assigned.

Survey

- Practice health and safety awareness and self-protection at all times.
- Perform research on multiple survey projects; complete calculations and prepare legal descriptions, exhibits, records of survey, and other legal documents.
- Oversee surveys, gather data, analyze/interpret results, draft reports, maintain records, and carry out assignments with project team members.
- Plan, supervise, review, interpret, validate, and evaluate data gathered by survey technicians and project support staff.
- Oversee the completion and review survey project deliverables, per work assignment. Communicate effectively with clients and other staff members.
- Perform other related duties as assigned

Requirements/Minimum Qualifications

Education:

This position requires a:

- High School Diploma or equivalent, with 12 years of experience, or;
- An Associates of Science Degree, which is preferred, and 10 years' of experience, or;
- A Bachelors' of Science degree in surveying and/or engineering, which is highly preferred, and 4 years' of experience.

Certifications:

- Professional Land Surveyor (PLS) is required in any state, with the ability to get your PLS in the state of primary practice within 12 months' of hire.

Job Related Skills (Required):

Technical Expertise:

- Strong understanding and ability to demonstrate skills to other staff in applying procedures and techniques, including advanced scientific theories and engineering concepts and principles.
- Attention to detail and the ability to help inform and change other procedures to better the work and Division.
- Advanced proficiency at adjusting and operating surveying equipment.
- Advanced proficiency at coordinate geometry and trigonometry skills and ability to apply them to survey tasks.
- Intermediate level proficiency with Microsoft Office Suites (Outlook, Word, Excel).
- Advanced proficiency with AutoCAD/Civil 3D and/or MicroStation/InRoads.
- Advanced proficiency with GNSS receivers, data collectors, digital levels, total stations and Trimble Business Center.
- Advanced level proficiency with analysis and conclusions from survey data and field observations required.

- Gather and analyze survey data for a wide range of project requirements according to established OBEC and client specific standards.
- Provide quality control checking for all levels of survey staff's work products/deliverables.
- Advanced proficiency researching legal records, looking for evidence of previous boundaries, and analyzing the data to determine the location of boundary lines; record the results of surveys, verify the accuracy of data, and prepare plots, maps, and reports.
- Demonstrates skill embracing technical innovation and skill developing proficiency with changing technology affecting the nature of the work of surveyors and surveying technicians.
- Must possess or be able to obtain an Oregon or Washington Driver's License within 6 months of employment.

Preferred Technical Expertise

- Developing Proficiency working with Deltek Vision systems

Coaching and Mentoring Staff/Leading Work Assignments:

- Coach/mentor junior staff in all field survey techniques and in project management.
- Lead and collaborate with survey team members to manage and execute assignments to deliver projects according to professional standards of practice and contractual obligations.
- Advanced proficiency organizing, supervising and executing the full range of routine and specialized survey activities. Ability to identify and perceive problems and report them to Survey or Project Management.
- Proficiency giving/taking direction from professional and technical staff members.

Interpersonal Skills and Customer Service:

- Advanced proficiency at oral, written, and interpersonal communication skills.
- Ability to manage one's own time effectively.
- Excellent customer service, team interactions, coordination, and communication skills.
- Interest and ability to learn new software and ability to work cooperatively in a professional team environment.
- Highly proficient client interaction skills. Highly proficient technical, people and project management skills required.
- Developing proficiency working directly with clients to provide and cultivate professional working relationships.
- Learn client's standards and work practices, and pass knowledge to junior staff.
- Advanced-level ability to handle and prioritize projects, and to successfully perform assignments independently and/or with a team.
- Ability to cooperate, coordinate and synchronize work efforts with other team members to accomplish smooth and efficient operations.
- Advanced-level ability to learn new tasks, and able to work without direction and support at times.
- Advanced-level ability to execute project tasks, solve problems and devise solutions to routine and complex project tasks and be held accountable for assigned projects.
- Advanced-level ability to work with limited direction. Possess high work product standards; multi-tasking skills; ability to handle a variety of tasks and handle pressure.
- Advanced-level ability to work in a cooperative manner, to communicate effectively with co-workers, and to work productively and skillfully in a fast paced client service-oriented environment.

Accountability

- Follows established procedures within scope of assignments and scope of contracts and with supervision from the Survey Division Manager and/or Team Leads.

- Exercises independent judgment with broad direction and oversight from Survey management.
- Accountable for technical performance on projects and for successful completion of assigned project tasks.
- Needs approval for deviation from standard operating procedures.
- Manages multiple, low to mid-level survey projects and performs routine and complex surveys independently under broad parameters developed with Survey Management.
- Establishes project direction and parameters; may direct assigned project staff.
- Solves complex logistical and technical problems within scope of assignments and scope of contracts.
- Collaborates with Survey Management to improve standard operating procedures.
- Accountable for technical performance by assigned survey staff on projects and for successful completion of assigned project tasks.
- With assistance from the Survey Division Manager, interacts extensively with clients, develops business and manages client relations.

Working Conditions and Physical Requirements

This work is typically done in an office environment with some field work at project sites.

Office Conditions:

- Basic work shift will consist of 8 hour days with the likelihood of extended hours, and/or weekend work depending on project deliverables. Overtime work may be required based on project deadlines.

Field Conditions:

- Basic work shift will consist of 8 – 10 hour days with the likelihood of extended hours, and/or weekend work depending on project deliverables.

- Ability to move, lift, pull, and push 30 – 50 lbs.
- Outside exposure to all weather elements, extreme temperatures and hostile vegetation may be required.
- Ability to last an 8 – 10 hour shift, enduring prolonged physical activity involving standing, climbing, walking, bending, reaching, lifting, pulling, and swinging.
- Must have functional sense organs in order to communicate and observe effectively and safely in the field.
- Strong balance and agility to occasionally climb ladders and/or crawl through small openings.
- Out of town work and travel will be required for this position from time to time.
- Overtime work will be required when traveling.

To apply

Please go to our website (www.obec.com), click on the careers section, and fill out the employment application. This application is **required** and **you will not** be considered for this position without submitting the application.

Please also include your cover letter, resume, and any transcripts that may be required for this position.

OBEC Consulting Engineers is committed to being an Affirmative Action/ Equal Opportunity Employer for Minorities, Females, Protected Veterans and Persons with a Disability. Qualified applicants will be considered for employment without regard to protected veteran status and disability status. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status,

veteran status, disability status, or another other characteristic protected by law.