

JOB DESCRIPTION

DAVIS & FLOYD

SINCE 1954

JOB TITLE

Survey Manager

We are currently seeking a qualified Licensed Survey Professional to lead our team! The Survey Manager will perform non-routine assignments involving responsibility for planning and conducting a complete survey project. This candidate will follow the general outline of project objectives, requirements, and design approaches prescribed by project managers and engineers. We are looking for a leader that has the proven ability to manage staff, think critically, and provide support to multiple teams for a family-owned and oriented company that prides itself on integrity and quality.

Responsibilities include, but are not limited to the following tasks:

- Demonstrates extensive knowledge of surveying procedures and technology
- Coordinates survey work between engineers and survey group to meet schedules and ensure quality of product
- Develops, selects, and recommends survey procedures
- Works closely with Project Managers and Engineers to ensure scope of work is properly defined
- Establishes schedules and deadlines with other managers
- Determines and schedules survey staff for projects and projected workload
- Performs, assigns and/or supervises basic drafting
- Ensures accuracy and appearance of drawings and calculations
- Responsible for survey cost estimating
- Available for technical and professional consultations
- Assists with client contact and business development
- Provides assistance in establishing and maintaining structure within the Survey Group
- Maintains close contact with personnel to assure high production efficiency and morale
- Conducts performance evaluations of survey staff
- Assists with interviewing job applicants and making hiring decisions
- Perform other assigned duties as deemed necessary by manager

Qualifications:

- Licensure as a Professional Land Surveyor
- 10 years of related experience with 5 years in a supervisory or management role
- Excellent leadership and communication skills required
- Computer literacy required
- Valid driver's license and acceptable driving record required