

MORTON & PITALO, INC. - JOB DESCRIPTION

PROJECT SURVEYOR

SUMMARY:

The Project Survey is responsible for all phases of survey projects. Typically reports to the Principal of the company and operates with a wide degree of latitude, little supervision required. Plans and directs survey projects by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors project budgets. Has overall accountability for the profitability of projects.
- Monitors client relationship strategies
- Assists with survey agreements for projects within the department.
- Prepares forecast of workload for assigned staff.
- Attends client meetings – days or evenings
- Responsible for project schedules and timely completion of projects.
- Responsible for control of work in process, ensures accurate client billings and monitors outstanding accounts receivable and collection efforts on his/her projects.
- Analyzes and prepares legal descriptions, maps, drawings & blueprints,
- Assists with the planning and designing of projects.
- Assists with contract administration
- Prepares proposals for new projects and work authorizations for existing projects.
- Directs draftspersons/technicians work activities for all survey projects
- Uses computer-assisted software and equipment to prepare construction, boundary, topographical, control, and design surveys
- Other duties may be assigned as necessary to meet business requirements.

EDUCATION and/or EXPERIENCE:

A Bachelor's degree in engineering/land surveying from an accredited four-year college or university and a minimum of (6) years experience or the equivalent thereof. Experience in topographic and boundary surveys in subdivision mapping and ALTA/NSPS Land Title Surveys. Maintains competency in and serves as a major firm resource in the field of expertise. PLS CA License.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra, geometry, trigonometry and financial functions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Required: CA Professional Land Surveyors License

Required: Valid Driver's License