|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Registered Land Surveyor Manager  | Supervisor:  | Business Group Manager |
| FLSA Status: | Exempt | Hours: | 8:30a-5:30p |

JOB SUMMARY:

The Registered Land Surveyor Manager ensures compliance to all applicable regulations and requirements including boundary calculations and legal issues. Ensures projects are completed on time and within budget.

ESSENTIAL DUTIES:

* Manages and acts as advisor to survey team reading assigned project tasks and operations.
* Develops project program, prepares project/schedule/timeline and in-house construction budgets, supervision, and completion of work per project schedule
* Responsible for the flow of information from the project owner to the team regarding the project
* Make the arrangements for project’s documentation based upon the recommendation and specification of the owner
* Resolves project conflicts, identify resource requirements and align the project team on project scope
* Ensure that the procedure, rules, regulations, and promulgated laws governing project management are well adhered to
* Meet with the team and ensure that each member is given an opportunity to make suggestions regarding the executions of the project
* Update information on the project management development, tools, regulations, market demand, and likely clients
* Communicate all project information to stakeholders
* Observe existing project management practices and propose improvements for process efficiency
* Provide assistance with submittals to local/state/federal agencies
* Assist with bidding process i.e., bid documents register, printing of bidding documents as required
* Research contract document questions, prepare and distribute contract modifications
* Set up and maintain filing system for project files/contract documents hard copy and electronically
* Attend consultant meetings as required
* Perform other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

*This is a partial listing of necessary knowledges, skills, and abilities required to perform the job successfully. It is not an exhaustive list:*

* Knowledge of applicable State and Local laws and rules, legal issues and safety standards
* Familiarization with and/or working knowledge of: Inroads, Micro-station, AutoCAD, ArcGIS, and other typical office-related software (i.e.: Word, Excel, Outlook, etc.).
* Knowledge of project management principles; business and management principles involved in strategic planning, resource allocation, leadership technique, production methods and coordination of people and resources
* Proficient written and verbal communication skills
* Proficient skills using Microsoft Office Word and Excel
* Strong organizational and project management skills with the ability to multi-task in a deadline driven environment
* Ability to obtain and understand client/ project specific requirements, procedures, and standards and integrate into the work process and final deliverables
* Ability to work under tight deadlines and manage simultaneously occurring tasks and shifting priorities, control project change and generate maximum team performance
* Possess the ability to capitalize on and further develop analytical skills with demonstrated talent for identifying, scrutinizing, improving and streamlining complex work processes
* Ability to manage time and workload effectively which includes planning, organizing and prioritizing a variety of tasks, assignments, projects and reports, working with attention to details
* Ability to handle pressure in a deadline driven environment

MINIMUM REQUIREMENTS:

EDUCATION AND EXPERIENCE:

* Bachelor’s degree in engineering, science or a related subject is required
* 10 years of experience in surveying to include at least 5 years as a Registered Land Surveyor
* 3-5 years of progressively responsible work experience in the stewardship of projects or programs
* Experience with: transportation projects, to include right-of-way, parcel and easement resolutions and topographic database preparations; infrastructure inventory and assessment projects, to include field collection and GIS input of asset data; and typical civil/site projects, to include boundary, ALTA, and topographic surveys, and construction staking.

**LICENSURES, CERTIFICATIONS, AND REGISTRATIONS:**

* Registered Land Surveyor in both Alabama and Georgia
* Valid Driver’s License and maintain a Motor Vehicle Record (MVR) that meets company policy standards

**PHYSICAL REQUIREMENTS:**

* Requires the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less)
* May involve extended periods of time in seated position and at a keyboard or workstation

**WORK ENVIRONMENT:**

* This job combines office with some field work
* Willingness to travel extensively to various project sites

CORE COMPENTENCIES:

* **ADAPTABILITY/FLEXIBILITY**: Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.
* **COMMUNICATION**: Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.
* **CREATIVITY/INNOVATION**: Generates new ideas, challenges the status quo, takes risks, supports change, encourages innovation, solves problems creatively.
* **CUSTOMER FOCUS**: Builds customer confidence by handling questions, complaints, and service problems politely and efficiently, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met, solicits opinions and ideas from customers, responds to internal & external customers in a timely fashion, understands company products and services, maintains pleasant and professional image.
* **PLANNING**: Develops realistic plans, sets goals, aligns plans with company goals, plans for and manages resources, creates contingency plans, coordinates/cooperates with others.
* **PROBLEM SOLVING/ANALYSIS**: Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.
* **QUALITY**: Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.
* **TEAMWORK**: Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.
* **INITIATIVE**: Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.
* **INTEGRITY/ETHICS**: Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, conveys good news and bad.
* **JOB KNOWLEDGE**: Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.