

Survey Project Manager

Job Description

MBL is seeking a Survey Project Manager to join our team and help us continue to expand our services and capacity. The successful candidate must have experience managing land surveying projects including construction site stakeout, boundary surveys, ALTA/NSPS surveys, existing conditions surveys, and subdivision surveys. The position requires up-to-date knowledge on local regulations and state regulated standards of practice.

Job responsibilities

- Review RFPs from existing clients and prospective clients. Write proposals for survey work and provide estimate for civil engineering projects with a survey component
- Conduct research and analyze records at municipal and state departments, county registries, and private sources
- Review local codes and bylaws to define scope of survey work to be completed
- Compile research and existing survey data to prepare survey crew for field work
- Calculate stakeout points and prepare stakeout sheets for field crew
- Provide support to field crew in the form of data review, project communication through client, point calculations, and data transfers
- Advise crew on safety protocols per OSHA
- Monitor survey supplies and maintain adequate levels based on current project load
- Maintain communication with clients throughout all stages of the project life cycle
- Coordinate the scheduling of field work and delivery of services with clients, sub-consultants, and civil engineering staff
- Adhere to project budgets and timelines and ensure services follow contract scope.
- Attend staff meetings and provide updates on status of survey tasks for various projects
- Effectively communicate with and keep director of survey informed
- Maintain performance standards to meet or exceed state standards of practice (i.e. 250 CMR 6), land court requirements, and ALTA/NSPS minimum standards
- Adjust survey networks using Least Squares technique for ALTA and Land Court surveys
- Use Civil3D to draft certified plot plans, as-built plan and profiles, topographic existing conditions plans, ALTA plans, Land Court subdivision plans, subdivision lotting plans, and easement plans
- Perform site visits on an as needed basis
- Prepare legal descriptions
- Review timesheets for all survey staff and provide accurate accounting of time spent on projects
- Be available to work in the field to fill in when needed
- Review draft plans of all products with survey components
- Maintain, monitor, and development field and office survey standards

Skills & Abilities

- Be a self-motivated leader in a progressing company

- Self-learner with the ability to use a wide variety of resources to learn new skills and technologies
- Possess excellent communication and listening skills
- Show gratitude and respect to all staff, clients, and sub-consultants
- Lift up to 50lbs on occasion
- Work outside during precipitation and temperature extremes as needed
- Be flexible to changing workloads, be able to take on new roles, and delegate responsibilities

Qualifications

- 4+ years of professional land surveying experience including managing land surveying projects
- Proficient in AutoCAD Civil 3D
- Proficient in the use of current Windows operating system
- Proficient in the use of Microsoft Excel & Microsoft Word
- Experience with MicroSurvey STAR*NET is a plus
- Experience with Topcon Magnet Field software is a plus
- Preference given to LSIT or PLS
- OSHA 10-Hour Certification is a plus