



DOWL is recruiting for a Survey Manager for our Billings office. Come join our dynamic survey team! This position's primary function is to manage the local survey group, help set and achieve goals, measure success and conduct survey activities. The manager will ensure that the department is an integral part of the firm, working productively with other practice areas.

Essential Duties and Responsibilities include the following:

1. Responsible for marketing activities within the survey sub practice area.
2. Review potential survey projects with the sub practice area leader and/or clients to determine the scope of work. Determine the person-power and equipment necessary to accomplish the work. Prepare technical and cost proposals to accomplish the work.
3. Evaluate priorities, coordinate, and organize the work effort. Prepare daily work assignments for field and office staff.
4. Perform or direct research of public records and company archives to supply field and office personnel with information necessary to accomplish assigned tasks.
5. Perform or direct control, Cadastral/boundary, topographic surveys, and construction staking.
6. Work independently or as part of a two-person or three-person survey crew.
7. Set the technical standard and supervise the work being performed. Perform or review the necessary calculations to determine boundaries, areas, and quantities.
8. Consult with office survey technicians, assist, and direct final computations; ensure that the final map or plat represents a comprehensive and accurate description of the field survey. Stamp and sign survey work products.
9. Maintain budgets and review invoices. Resolve billing conflicts.
10. Perform administrative functions such as reviewing time sheets, purchase requests, and invoices for purchases made.
11. Other duties may be assigned.

Supervisory Responsibilities

Supervises employees in the local survey sub practice area. Carries out supervisory responsibilities in accordance with the firm's policies and applicable laws and is responsible for the overall direction, coordination, and evaluation of these units. Responsibilities include interviewing, hiring, and training employees; planning, assigning, directing and conducting work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Position reports to the Sub Practice Area Leader.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to cut brush using chain saw or machete; ability to dig with shovel or digging bars; use of jack hammer and sledge hammer; ability to walk and hike through rough terrain, snow, and ice; routinely lift between 30 & 50 pounds; driving in stakes and rebar (monuments). May need to work at remote sites.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of work under this position is performed outdoors during year round weather conditions. Work ranges from high density urban to extremely remote settings. Individuals must be prepared to adapt quickly from one extreme to the other.

Qualifications

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Minimum of five years experience as a Party Chief with a minimum of two years experience operating GPS equipment, total station instruments, and data collectors.

Certificates, Licenses, Registrations

Licensure as a Professional Land Surveyor or the ability to obtain licensure within six months of employment in Montana required.

Must have a valid driver's license and a good driving record.

Mathematical Skills

Ability to work with mathematical concepts such as fundamentals of geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform basic survey computations including coordinate geometry, traverse computations and adjustment, leveling computations and adjustment, and adding and subtracting angles. Basic math and writing skills to perform survey computations and prepare reports.

Job Knowledge, Skills and Abilities

- Ability to read, analyze, and interpret survey and engineering drawings. Ability to respond verbally to inquiries or complaints from clients, co-workers, regulatory agencies, or members of the business community.

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.
- Proficiency with handheld calculators, and computer applications including AutoCAD, email, word processing, spread sheets and survey coordinate geometry software.

The salary range for this position is \$75,000-\$88,000 depending on experience.

DOWL is an equal opportunity and affirmative action employer. Minority, Female, Veteran and disabled candidates are encouraged to apply.

Applications accepted online through company portal at <https://careers.dowl.com>