



Project Surveyor-Helena, MT

Summary

DOWL is looking for an enthusiastic Project Surveyor to join our Helena office. This full-time position provides field and office survey support, manages survey projects, and directs the work of field and office technicians.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Crew chief duties and/or supervision of crew chief and crew such as performing control, Cadastral/boundary, topographic surveys, and construction staking; work independently or as part of a two-person or three-person survey crew; take responsibility for equipment and vehicles; utilize appropriate instrumentation and equipment to perform survey work; take responsibility for safe work practices; maintain quality control and keep the work on schedule and within budget.
2. Survey technician duties and/or supervision of survey technicians such as checking survey field notes, computing traverses and level loops, editing data files and merging with survey control to form the basis for MicroStation or AutoCAD drawings; preparing survey control drawings for permanent record; drafting topographic base maps, property surveys, and subdivision plats; performing research for subdivision plats, legal records, and utility as-builts, at public agencies and in company archives.
3. Travel up to several weeks at a time to complete survey assignments
4. Prepare daily time cards and activity reports
5. Represent the company in a positive way
6. Project management such as cost estimation, project work plan development, and scheduling
7. Technical analysis and determinations
8. Review of other surveyors' work products
9. Marketing, client maintenance and development
10. Consistently exercise discretion and judgment in all work tasks

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

Experience with boundary, topographic and construction surveying. A combination of five years education and/or experience as a survey technician and crew chief.

Equipment and Software

- At least two years experience operating GPS equipment, total station instruments, and data collectors required.
- Experience with Trimble TGO/TBC and Trimble GPS Equipment is preferred.
- Proficiency with ACAD required; experience with ACAD Civil 3D is preferred.
- Proficiency with MicroStation GeoPak preferred.

Certificates, Licenses, Registrations

- Successful completion of the Fundamentals of Land Surveying exam required, licensure as a Professional Land Surveyor preferred.
- Must be able to pass a background check for airport and marine port access, and for handling firearms.
- Must have a valid driver's license and a good driving record.

Job Knowledge, Skills and Abilities

- Ability to read, analyze, and interpret scientific and technical journals. Ability to respond to inquiries or complaints from clients, co-workers, regulatory agencies, or members of the business community. Ability to effectively present information to clients, co-workers, and the public.
- He/she must also have excellent writing skills and be able to communicate effectively with large and diverse groups.
- 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 survey instruments including GPS, total stations, levels, handheld calculators, and computer applications including AutoCAD, email, word processing, spread sheets and survey coordinate geometry software.
- Ability to take accurate, complete and legible field notes as well as project photos.

- Ability to recognize survey boundary law issues and resolve same with sound judgment and legal procedures. Report issues and results effectively with supervisor for review and approval.

The salary range for this position is \$25-32 hour based on experience.

Benefits

*Health/Dental/Vision insurance

*20% 401K Matching and discretionary employer contributions

*Tuition Reimbursement and reimbursement for certifications and professional licensure

*Paid professional association memberships

*Paid time off

*Wellness activities

*Great coworkers

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

Our company THRIVES ON DIFFERENCES! All we ask is that our employees and applicants continue to learn how to work better together. We believe in adjustment first, accommodation always. We believe that people come to work every day with positive intent.

More information on this position can be found on our website. Applications accepted online only at company careers webpage - <https://careers.dowl.com>