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Open Position:

Project Surveyor, PLS | Cody, WY

Position Description:

Completes surveying projects by organizing and controlling project elements

Essential Functions of the Job:

- May serve at the direction of the Project Manager, Senior Engineer, or Principal
- Develops project objectives by reviewing project proposals and plans; conferring with management.
- Determines project responsibilities by identifying project phases and elements; assigning personnel to phases and elements; reviewing bids from contractors.
- Determines project specifications by studying product design, customer requirements, and performance standards; completing technical studies; preparing cost estimates.
- Confirms product performance by designing and conducting tests.
- Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements.
- Maintains project schedule by monitoring project progress; coordinating activities; resolving problems.
- Controls project plan by reviewing design, specifications, and plan and schedule changes; recommending actions.
- Controls project costs by approving expenditures; administering contracts.
- Prepares project status reports by collecting, analyzing, and summarizing information and trends; recommending actions.
- Maintains safe and clean working environment by enforcing procedures, rules, and regulations.
- Maintains project data base.
- Maintains product and company reputation by complying with federal and state regulations.
- Contributes to team effort by accomplishing related results as needed.

Required Knowledge, Skills, and Abilities:

- Requirements: Analysis, Design Skills, Project Management, Process Improvement, Technical Understanding, Documentation Skills, Safety Management, and Supervision.
- Design skills and technical understanding of land surveying fields that may include:
 - o transportation related engineer design surveying;
 - o water distribution and treatment design surveying;
 - o sewer collection and treatment edesign surveying;
 - o storm water drainage, including hydrology and hydraulics.
 - o All Professional Land Survey discipline related projects (i.e. Land Title Surveys, etc.)
- Skill and experience in the project management process.
- Knowledge of surveying related support services that may include engineering, geotechnical practices, material testing, permitting requirements, and construction management/inspection.
- Knowledge of safety management practices and ability to direct a project team in safety related practices.
- Ability to supervise other professionals and manage sub-contracted service contractors.
- Computer Aided Drafting and Design (CADD) skills and working knowledge of Microsoft Office software.
- Communication, writing skills, and documentation skills.
- Ability to write and review contract documents and specifications.
- Ability to establish and maintain effective working relations with co-workers and clientele in a team-oriented environment.
- Capability to conduct public relations activities required for projects which may include client contact, city and county governments, state agencies, federal agencies, and public meetings.

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Required Education and Experience:

B.A. or B.S. in Land Surveying preferred, Licensed Professional Land Surveyor (PLS) preferred, minimum of 4 years of land surveying experience, including LSI experience.

Physical Demands (if any):

Field operations may include walking and standing for extended periods of time and/or lifting equipment in excess of 50 lbs.

Work Environment:

Project Surveyors can be located in any of the Stahly Engineering offices and/or in temporary field offices operating for extended periods of time. Must be prepared for both the office environment and field operations.