

SJB Group, LLC

JOB DESCRIPTION PROFESSIONAL LAND SURVEYOR (PLS)

EXEMPT: Yes

REPORTS TO: Department Manager

SUMMARY

Performs assignments designed to develop professional knowledge and abilities, requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related land surveying tasks. Exercises judgment in the independent evaluation, selection and substantial adaptation and modification of standard techniques, procedures, and criteria. Reviews and stamps the final drawings submitted.

ESSENTIAL DUTIES / RESPONSIBILITIES:

Technical:

- Completes complex calculations or is in responsible charge of calculations performed by others.
- Researches code requirements and design procedures.
- Verifies design computations and plan detailing for conformance with codes, manuals, and design considerations.
- May perform CAD functions or direct work of others include, drawing and process field data on various types of Survey maps which include ALTA/ACSM land title survey, boundary, topographic, right-of-ways, lease boundary surveys, as well other miscellaneous surveys.
- Visits project sites to review conditions as appropriate.
- Coordinates with other project managers, technicians, and administrative assistants during preliminary and final plan preparation for conformance to standards and code requirements.
- Monitors the project's budget and schedule.
- Prepares correspondence, technical specifications and reports.
- Communicates with project team members, client representatives, review agencies, and others as appropriate to projects.
- Prepares cost estimates, periodic reports covering construction activities, pay estimates, and data necessary to document acceptability of materials and quantities for final payment.
- May process field data.
- Prepares package data for project set-up for both field and office.

Administration

- Reviews the scope of services and desired deliverables for each project and develops a task list prior to starting work.
- Provides a marketing leadership role with an emphasis on field of expertise.

- Attends and participates at client meetings as appropriate.
- Maintains client contact and relationship.
- Attends planning meetings.
- Assists and coordinates the research of records and other public sources to obtain necessary project data for design purposes.
- Prepares correspondence, technical specifications and reports.
- Answers questions related to surveying from office staff.
- Assists in maintaining files and administrative group liaison (clerical and admin).
- Assures crew adheres to procedures in the safety manual and uses all personal safety equipment provided.

Project Management:

- Coordinates the research of records and other public sources to obtain necessary project data for design purposes.
- Maintains invoicing and monthly billing reviews and editing of invoices for projects managed.
- Reviews and approves preliminary design drawings prior to allowing the beginning of detailed project.
- Reviews and approves project drawings and deliverables.
- Reviews all necessary applications and check lists for project submittals.
- Attends and runs project meetings with clients and local approving agencies.
- Maintains regular contact with clients to ensure client satisfaction.

Quality Control:

- Reviews final drawings submitted for completeness and accuracy prior to submittal.
- Responds to construction-related problems as quickly as possible.
- Coordinates with management as needed.
- Mentors and provides direct hands-on assistance when teaching new design and surveying elements, oral and writing skills to employees under supervision.
- Supervises drafting staff.
- Assist with mentoring and providing direct hands-on assistance when teaching new design elements, oral and writing skills, and safety to employees under supervision.
- Consistently meets and exceeds client expectations by ensuring accurate, complete and timely communication of information to and from clients and firm staff.
- Identifies and recommends ideas that save client's time and money or that effectively solves potential problems/opportunities.

EDUCATION/ EXPERIENCE:

Bachelor's Degree in Engineering or Land Surveying with a Louisiana Registered Professional Land Surveyor license. At least 5 years of experience in conducting topographic surveys, property surveys, and/or right-of-way mapping is required. Must have the ability to manage various projects.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, written and verbal correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.