

Professional Surveyor & Mapper

Position: Professional Surveyor & Mapper (DOT Experience)

Department: Survey

Positions Supervised: None

FLSA Status: Exempt

Reports To: VP of Survey

Summary

This position requires an extensive knowledge of FDOT procedures and software and the Surveyor must possess the ability to analyze problems, envision solutions and develop deliverables using state of the art technology in a fast paced and challenging work environment. The Surveyor will work closely with our Project Manager for FDOT and Public projects.

Professional Surveyor & Mapper (PSM) with responsibility for technical performance on small projects or designated tasks on large projects. Work requires application of standard surveying techniques and procedures, professional judgment to make modifications or execute complex features or solutions.

Essential Duties and Responsibilities

- Perform complex survey/geomatics calculations and analysis of survey data for preparing survey maps, plats and right of way mapping.
- Compile and research existing data for projects as needed to efficiently complete survey requirements.
- Coordinate and assist in preparing project estimates and schedules.
- Analyze deeds, title reports and other research materials for the production of survey maps and reports.
- Effective coordination and communication with other team members.
- Write and review legal descriptions.
- Complete assignments in a timely and efficient manner.
- Make surveying decisions and document same in survey reports.
- Prepare or direct preparation of client deliverables.
- Ensure QC process has been completed prior to survey products advancing to Project Manager review.
- Responsible for technical performance on small projects and/or designated tasks on large projects.
- Guides, mentors and directs survey analysts and technicians in the completion of their assignments.
- Review field notes, daily records and data/results received from survey staff

Knowledge Skills and Abilities

- Registration as a Professional Surveyor and Mapper in the State of Florida, in accordance with Chapter 472, Florida Statutes.

- Thorough knowledge of land surveying principle and practices.
- Extensive knowledge of and experience with FDOT Location Survey and Right of Way Mapping processes and standards.
- Proficient with MicroStation, GeoPak, FDOT SS4, and Civil 3D CADD software.
- Experience with survey specific software such as Star*Net, Leica Geo Office, Cyclone, TopoDOT, CAiCE.
- Successful history of project/task management on FDOT or Public Works Projects as well as Site Development and ALTA/NSPS land title surveys.
- Proven experience providing excellent customer service and meeting project schedules.
- Excellent written and verbal communication skills.
- Skill in planning, organizing and managing multiple work assignments concurrently.
- Familiar with engineering design and construction practices.
- Strong organizational, time management, attention to detail and analytical skills.
- Ability to work independently as well as in a team environment.
- Offer constructive feedback and direction to support project goals.

Position Requirements

QUALIFICATIONS

- Active Florida PSM license
- Three years of CAD experience
- Good oral and written communication skills
- Experience in working towards deadlines
- Ability to multi-task and efficiently respond to changing priorities
- Post-secondary training in CAD programs is a plus
- General experience dealing directly with clients and managing projects is a plus
- Proficient with field equipment and standard field procedures

Experience:

1-5 years post licensure experience.

1-3 years FDOT Location Surveying and RW Mapping experience.

EOE/DFWP

This job description is representative of typical responsibilities and is not intended to be a complete list of all duties or skills required for the job. It is subject to review and change at any time, with or without notice, in accordance with company needs.