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Project Surveyor

– Statewide, Utah

Employment Type **Full-Time**

Minimum Experience **Mid-level**

About Our Team

At Jones & DeMille Engineering our values drive us to always do the right thing – for our team members, our clients, and our communities. We are committed to proactively shaping the quality of life in the rural West while our team members pursue an engaged, family-focused, and balanced life. We seek lasting relationships with the best people that innovatively advance rural infrastructure. Our team members create synergy and mutual success for all stakeholders through humble, consistent communication.

About the Position

As a Project Surveyor, you will be responsible for planning and designing moderately complex survey projects while working closely with Project Management and Engineering to facilitate the successful accomplishment of project goals and objectives.

Department: Survey

Position Type: Full-time

Organizational Relationships:

- Accountable to the Office Survey Manager
- Effectively communicate and coordinate with Office Managers, Project Managers, Engineering, CAD, all Survey team members, and other technical team members
- Provide daily direction to Office Survey Technicians and Crew Chiefs

Primary Responsibilities:

In your role as Project Surveyor, you will be part of our growing team by performing the functions and duties listed below:

Project & Client Management

- Accountable for the systematic and consistent design for multiple surveying projects, contributing to the overall success of the office and our organization
- Assist with or develop project scope of work, project schedule, budget review, and schedule progress reports as directed by Project Management
- Attend team and project coordination meetings
- Participate in Post Project Review Process with clients and internal team members
- Initiate quality control process for survey documents produced
- Assist with updating Project Management Plan under direction of Project Management
- Establish professional working relationships with clients and contractors and attend client and/or public meetings during days or evenings at the request of Project Management
- Train new Survey Technicians, Crew Chiefs, Office Survey Technicians, and participants in the Engineering Development Program
- Under direction of the Survey Department Manager, take the lead in developing and managing UDOT Right-of-Way projects
- Understand and follow all instructions on the Survey Request Form
- Compute and resolve boundaries

- Generate contour maps and alignments
- Handle aerial survey data
- Conduct research of previous survey evidence, maps, deeds, physical evidence, and other records to obtain data needed based upon direction from the Survey Technical Manager & Practice Leader, Survey Department Manager, or Project Management
- Write legal descriptions for a variety of legal instruments
- Solve various Survey related mathematical problems utilizing scientific calculators and COGO routines
- Work with Survey Office Manager and Survey Technical Manager & Practice Leader to apply knowledge of Survey and Boundary laws and applicable state, county, and local laws, statutes, and regulations to projects
- Understand field notes, sketches, and project parameters
- Reinforce our firm's reputation as thought leaders by researching and understanding new software, advancing and disruptive technology, equipment, materials, practice methods, as well as market trends and competition
- Based on above, report insights and make recommendations to the Survey Department Manager and Office Manager
- Serve as a catalyst for communication, collaboration, and team building across all technical Departments and with Project Management, Engineering, and all Offices, consistently demonstrating our firm's commitment to our team members and clients
- Ensure our standards for consistent and superior client management and professional service delivery as well as technical excellence are enforced across all technical Departments
- Communicate regularly with and proactively advise Project Management and Office Manager of any significant challenge or obstacle on projects

Marketing & Business Development

- Participate in marketing and business development activities including preparation of data for proposals, and attending meetings and presentations
- Proactively seek opportunities for cross-selling to enhance and expand our existing client relationships during and after projects

- Responsible for cultivation of new and existing relationships including initial client marketing meetings, proposal and budget development, presentations, and negotiation meetings in conjunction with Marketing and Project and Office Management as required

Other

- Participate in Office, Department, alma mater, and other recruitment efforts
- Maintain and expand professional capabilities through membership and other involvement in industry associations and professional organizations, pursuing appropriate continuing education, certifications, and writing and speaking opportunities, coordinating with the Human Resources Coordinator
- Practice mindful awareness of your activities and surroundings, and follow all company, OSHA, federal, state, and local health and safety guidelines and requirements

Perform other related duties as assigned by the Office Survey Manager.

Experience & Certifications Required:

- Associates Degree
- 4+ years of related professional experience
- Professional Land Surveyor with the ability to obtain registration within six months if not registered in desired project locations
- Proven track record of working together with teams of technical professionals and projects

Knowledge, Skills, and Abilities:

- Excellent interpersonal skills
- Self-motivated, engaged, and team-oriented with the ability to work independently under limited supervision
- Energetic and flexible in order to perform in fast-paced environment and resolve challenges

- Confident and forward thinking
- Handle multiple tasks under pressure and prioritize responsibilities
- Demonstrate outstanding verbal and written communication skills
- Proficient in MS Word, Excel, and Outlook, as well as AutoCAD, Trimble Business Center, Microstation, and with survey equipment
- Ability to integrate above software with others as needed

**Supplemental
Information:**

Other Requirements

Valid driver's license and acceptable MVR

Occasional air travel required

Additional Preferences

Proficiency in Deltek Vision and project management delivery process tools

Physical Requirements

The team member must frequently lift and/or move up to 50 pounds and occasionally move up to 75 pounds.

Working Conditions

Typically, in an office or mobile office environment with frequent visits to client and project sites. In addition, the team member may be required to visit project sites in various weather conditions and extremes if needed. The use of special safety precautions and/or equipment may be required.

The team member will be required to attend client meetings at night, occasionally work at night or during alternate working hours, and occasionally travel overnight for out of town projects and/or to other offices.

