



SENIOR SURVEY PROJECT MANAGER JOB DESCRIPTION

Purpose: The role of the Senior Survey Project Manager is to plan and direct project survey tasks and resources towards successful project completion.

Work Schedule: Flex-schedule, Nominal 9 hours per day; Monday through Friday; Overtime may be required on short notice to attempt to meet project deadlines.

Responsibilities:

- Communications - Consult/communicate with client representative to assist with the coordination of project activities relative to the company's scope of services. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Communicating with key Project Personnel - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Project Management - Assist Senior Project managers with the development of project scope, goals, deliverables, schedules, professional service proposals and cost estimates. Prepare progress reports for management/client. Assist with Job Plan preparation. Prepare field/office work assignments and work orders.
- Reconnaissance - Conduct preliminary project site reconnaissance, route studies and detailed route selection as required for Pipeline Project Phase I services, the development of project proposals and cost estimates.
- Personnel Management - Supervise field and office personnel to assure compliance with company policies and procedures relative to Safety & Operations.
- Task Management – Determine and assign tasks for completion; monitor progress and adjust resources and schedules accordingly to meet project schedule and budgetary criteria.
- Coordination - Coordinate and assign field personnel to designated survey crew(s). Coordinate with Project Coordinator(s) weekly (minimum) to schedule survey crew(s) for the next work week. Coordinate with Equipment manager to assure that we maintain an adequate inventory of materials and equipment necessary to outfit the survey crew(s) and to monitor the maintenance of equipment by all field survey personnel. Coordinate with COO and other Sr. Project Managers on scheduling technical and design task assignments.
- Audits - Conduct bi-monthly field audits for performance verification and operations policy/procedure compliance. Conduct bi-monthly field audits to verify HSE policy/procedure compliance and consult with HSE manager regarding any safety related issues or concerns. Report to COO and Human Resource manager all field & office personnel issues concerning company policy/procedure non-compliance and disciplinary actions such as verbal and written reprimands.
- Guidance - Assist HSE manager and Employee Operations Trainer with the facilitation of field personnel training needs/requirements. Mentor field survey personnel and provide field support (trouble shooting) relative to survey procedures and operation of survey equipment.

Assist with efforts to train project resources, and direct their work in such activities as performing surveys or drafting assignments.

- QAQC/Evaluation - Conduct field/office personnel formal (annual) and informal (as required) performance evaluations; Develop and implement survey operation procedures. Provide Quality Assurance and Quality Control Inspection of field survey activities to verify that the quality of work performed complies with project specifications and drawings. Assist with verification of survey and design mapping and computations.

Key Tasks:

- Analyze survey objectives and specifications to facilitate work planning and execution.
- Prepare calculations of heights, depths, relative positions, property lines, pipelines, power lines and other characteristics of terrain. Compute geodetic measurements and interpret survey data to determine positions, shapes, and elevations of subsurface and topographic features.
- Coordinate field survey findings with the work of design construction engineering personnel, clients, and others involved with projects.
- Develop criteria for survey methods and procedures to be used on jobs requiring special considerations.
- Direct or conduct surveys to establish legal boundaries for properties, based on legal deeds and titles; routes; construction layouts; as-built/as-surveyed locations.
- Prepare or supervise preparation and maintain sketches, maps, reports, and legal descriptions of surveys to describe, certify, and assume liability for work performed. Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys. Prepare or supervise preparation of the results of surveys including the shape, contour, location, elevation, clearances and dimensions of features.
- Search legal records, survey records, and land titles to obtain information about property boundaries in areas to be surveyed.
- Verify the accuracy of survey data including measurements and calculations conducted at survey sites.
- Write descriptions of property boundary surveys for use in deeds, leases, or other legal documents.
- Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements.
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Gathering Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. Approving Timesheets of field/office personnel.
- Travel to and from project areas and/or meetings.

- Assist with project reconnaissance and route study ground proofing.
- Monitor Processes, Materials, or Surroundings - Monitoring and reviewing information from materials, events, or the environment, to detect or assess potential problems.

Essential Qualifications:

- Registered Professional Land Surveyor and/or
 - A minimum of 5 years as a Project Manager, including all aspects of process development and execution.
- Bachelor's Degree - Bachelor of Science Degree in Geomatics preferable
- Strong familiarity with project management methods and strategies
- Experience with practical survey and pipeline construction methods, including survey control, boundary recovery, topographic and hazard survey, construction staking, field design and as-built methodologies.
- Practical knowledge of State Land Survey Requirements and Client standards; and Pipeline Industry Standards.
- Competent and proficient understanding of land surveying, pipeline mapping, pipeline construction and as-built integrity compliance practices
- Solid working knowledge of current survey equipment and software technologies, including but not limited to Trimble and AutoCAD.