

MORTON & PITALO, INC. - JOB DESCRIPTION

PROJECT SURVEYOR

Location: Folsom/Fresno **Department:** Engineering **Job Title:** Project Surveyor
Supervisor: Survey Manager **FLSA Status:** Exempt **Job Class:** 10

SUMMARY:

Reports to Survey Manager and operates with a wide degree of latitude, little supervision required. Plans and directs survey projects by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for project schedules and timely completion of projects.
- Serves as senior project surveyor on complex projects and as a designated client contact.
- Assists Survey Manager with projects within the department.
- Attends client meetings - days or evenings.
- Responsible for control of work-in-process and preparation of deliverables.
- Directs and supervises other survey activities - may perform duties of a supervisor or department head.
- Assists Survey Manager with contract administration.
- Directs draftspersons / technicians work activities for assigned survey projects.
- Uses computer assisted software and equipment to prepare construction, boundary, topographic, control, and design surveys.
- Other duties may be assigned as necessary to meet business requirements

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in surveying / geomatics from an accredited four-year college or university and a minimum of (4) four years experience or the equivalent thereof. Experience in topographic and boundary survey's in subdivision mapping & ALTA/NSPS Land Title Surveys. Maintains competency in and serves as major firm resource in field of expertise.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information

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and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Ability to apply concepts of basic algebra, geometry, trigonometry and financial functions.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Required: Land Surveyor in Training (LSIT); Valid drivers license

Preferred: Professional Land Surveyor (PLS) in the State of California

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 and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; 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, distance 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions, possibly for extended assignments.

The noise level in the office work environment is usually moderate. The noise level on the construction site is often loud.

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