**Registered Land Surveyor**

Workload and Production responsibilities:

* Primarily responsible for the oversight and development of project documents which generally includes the following responsibilities:
  + Responsible for independently performing the necessary tasks to prepare preliminary and final draft surveys in accordance with company and client standards.
  + Responsible for reviewing record documents, legal descriptions, survey requirements, surveys, and submittals (City, County, State, etc.)
  + Works with PM to understand project scope, budgets, and schedule. Works diligently to complete work within scope, within budget and on schedule.
  + Oversees the work of survey department’s staff by making and reviewing work assignments, establishing priorities, coordinating tasks, and resolving related work problems.
  + Communicates and coordinates project work with all project team members (including other departments).
  + Performs quality control review for each project and reports any concerns and/or questions to PM.
* Works within a collaborative project team environment that promotes and fosters excellent communication, inter-departmental interaction and respect for all project team members.
* Provides training and mentorship to project engineers, planners and surveyors.
* Highly production-oriented position, annual production goals range from 85-95%.

Sales and Marketing responsibilities:

* Primary focus is to maintain existing client relationships by providing exception service and quality through the development of our documents and deliverables.
* Responsive to Clients and internal staff needs/questions in a timely fashion.

Employee Development/Professional Development responsibilities:

* Works to become a “Technical Expert” in a specific area of expertise.
* Provides technical mentoring to developing professionals and technical staff.