

Survey Office Manager – O’Fallon, MO

Are you an experienced Professional Licensed Surveyor (PLS) who would like the challenge of helping an established Engineering Firm start a Survey Office? If so, GBA is looking for a PLS to join our St. Louis area team and help develop a Survey Group in the area. You will have the support of a well-established firm with workload coordination with the Survey team at the corporate office. This position reports to our Survey Group leader and would be working initially from the O’Fallon office with a goal to eventually move to a larger office in St. Charles County.

GBA is a 50+ year Survey and Engineering firm with 270+ employees and 9 offices throughout the Midwest with our home office in Lenexa, Kansas. Our Survey Practice is an important group of the firm and we pride ourselves on staying at the forefront of Surveying technology with continuous investment in our teams, our equipment and technology (Carlson®, Drones, Robotics, LiDAR, GPS).

GBA provides a wide range of survey and mapping services for land development, site development, transportation, water, hydrology & hydraulics, and public works projects. Our work includes boundary and topographic surveys, utility locations, as-built surveys, ALTA/NSPS title survey, construction layout and control staking, plat calculations, and legal descriptions for easement recordation. Experience in any of these areas is a plus.

Responsibilities:

- Lead, manage, and develop the survey practice in our O’Fallon, MO office
- Scheduling, budgeting and billing with the assistance of an administrative assistant
- Develop the capabilities and capacity of the group
- Plan resource and operational efficiency
- Work with corporate business development representatives to target key markets
- Coordinate and communicate effectively with internal and external clients
- Build and maintain business relationships with existing and new clients
- Execute projects on-time and in budget while meeting and/or exceeding customer’s expectations
- Seal professional survey documents, as needed
- Coordinate survey crews; minimal field activity assistance expected
- Assist with the strategic hiring of office and field crew members

Requirements:

- Current Registered Professional Land Surveyor license in Missouri
- Proven effective leadership, communication, and organizational skills
- Survey team leadership and project management experience
- At least 5 years of experience
- Working knowledge of survey systems and equipment
- Working knowledge of Microsoft Office products
- Knowledge of Carlson, Autodesk Civil 3D, and MicroStation
- Department of Transportation (DOT) experience is a plus
- Professional Land Surveyor license in Illinois is a plus

This position requires the successful completion of a physical, including a drug test and lift test, as well as a motor vehicle check in accordance with our company’s driving policy. Professional references will be required to complete the application process.

GBA employees enjoy a comprehensive list of competitive benefits such as medical, dental, vision and life insurance, as well as 401K retirement plan benefits with company match and discretionary profit share contribution. We provide paid vacation and sick leave, as well as eight observed holidays. Additionally, we assist our employees with growth opportunity through professional development support, tuition assistance and technical/professional membership reimbursement. We especially enjoy our business casual work environment with the caveat that our employees wear “what makes sense” for their workday. Work-life balance is important, and we support employees with workday flexibility and a wellness program to assist them in maintaining a healthy lifestyle. Sound amazing? Come enjoy a career with us and apply online at <https://www.gbateam.com/job-openings/>.