

DIRECTOR OF SURVEY

Under the general supervision of the Chief Operating Officer, the Director of Survey performs all tasks required for total management of the survey department. The successful applicant must have 10 years professional experience in successfully leading surveyors and field crews to complete surveying projects. This includes the professional review of completed work to ensure that final surveys are conducted within the guidelines that meet the standards for the Missouri State Specifications and Statues. It also includes the monitoring of the survey portion of all projects (including boundaries, topographic surveys, construction, subdivision plats, exhibits, descriptions, and flood study assistance) to meet and maintain the project schedule and budget. The applicant should be fundamentally sound in civil engineering plan review and familiar with floodplain management studies.

Responsibilities:

- Management of Survey Department field and office personnel, including scheduling of workflow and annual evaluations
- Responsible for the pricing and preparation of surveying proposals
- Assist in marketing for new business development with working knowledge of local contacts
- Survey preparation which requires a working knowledge of all areas of surveying including topography, boundary, Right of Way plats and descriptions
- Project coordination and management to ensure deadlines and strict standards are met
- Responsible for creating project budgets and manage cost controls and billing
- Assist in survey related research and analysis
- Ensure Quality Control at work sites and evaluate survey equipment needs
- Other duties as assigned

Qualifications:

Bachelor's Degree or 10 years equivalent experience required

Position requires strong geographical knowledge of Missouri and geographical knowledge of Illinois and Kansas is a plus

Certifications/Licenses:

Missouri Professional Land Surveyor (PLS) or ability to obtain PLS License in Missouri within 6 months of employment required

Professional Land Surveyor Registration in other states is preferred

Employment Requirements:

Must be eligible to work in the United States

Drug screening and background check is required

Benefits:

Health, Dental, Life, LTD, STD, 401k match, Paid holidays, and PTO