

Project Surveyor (I), Boston, MA

JOB DESCRIPTION

As a Project Surveyor (I), you will be an integral part of Bryant Associates Land Survey Department in our Boston, MA office, where you will coordinate and execute survey work on behalf of clients in a timely, accurate and cost efficient manner. The Project Surveyor (I) will prepare plans from the compilation of field survey data and associated records. Project Surveyor (I) will be responsible for Quality Control/Quality Assurance (QA/QC). He/She may also work closely with project team members to prepare portions of project proposals.

RESPONSIBILITIES: (Other Duties May Be Assigned)

- Provide guidance to Survey Crews in order to complete daily survey assignments correctly and proficiently
- Support surveying and mapping activities for boundary surveys, topographic mapping and construction staking projects
- Prepare instructions and support information, as well as reviews field notes and staking information for completeness and clarity
- Perform 3D scanning, and other surveying services in support of engineering work.
- Responsible for gathering engineering data from a variety of sources
- Perform general administrative assistance by maintaining project plans
- Assist in project deliverables as appropriate
- Work in a safe manner and obey all safety regulations
- Continually advance knowledge with upgrades in technology
- Complete internal and external training as required

REQUIRED SKILLS & ABILITIES:

- Prior experience working on both civil/site and structural engineering and surveying projects
- Proven ability to research and compile record information such as record maps, legal descriptions, utility information and right of way data
- Demonstrated ability to instruct/coach survey crew members on how to perform the aspects of their job they may not be skilled in
- Ability to read and interpret engineering plans and construction documents
- Ability to perform calculations, and instructions for field work
- Ability to manage multiple projects simultaneously
- Must be proficient with the use of survey equipment. (GPS, Robotics, Total Stations, Levels, Scanners, and Data Collectors)
- Ability to work independently with minimal oversight
- Desire to work in a team environment
- Must have good communication skills
- Observes company and client safety requirements

EDUCATION and/or EXPERIENCE

- Minimum 5 years of survey experience required
- Must have a High School Diploma or equivalent
- SIT desired
- Supplemental courses in surveying a plus

COMPUTER SKILLS

- Proficient in Microsoft Office including Outlook, Excel and Word
- Proficient in AutoCAD Civil 3D and/or Land Development Desktop

TRAVEL

- Travel to local/regional job sites as required.

PHYSICAL REQUIREMENTS

- The physical demands described represent those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



BENEFITS

HEALTH INSURANCE

- MEDICAL AND DENTAL
- VOLUNTARY VISION CARE
- FLEXIBLE SPENDING ACCOUNT

OTHER INSURANCE

- LIFE INSURANCE
- ACCIDENTAL DEATH AND DISMEMBERMENT
- EMPLOYEE ASSISTANCE PROGRAM
- VOLUNTARY LONG-TERM CARE

RETIREMENT

401(K) PLAN

TIME OFF

- 10-PAID HOLIDAYS
- PAID VACATION
- SICK LEAVE
- SHORT-TERM/LONG-TERM DISABILITY
- MILITARY LEAVE
- JURY DUTY LEAVE

CAREER DEVELOPMENT

- TUITION REIMBURSEMENT
- PROFESSIONAL REGISTRATION LICENSING AND CERTIFICATION FEES REIMBURSEMENT
- PROFESSIONAL MEMBERSHIP DUES REIMBURSEMENT
- PAID EMPLOYEE ATTENDANCE AT CONFERENCES/SEMINARS