

MANAGING (PRINCIPAL) ENGINEER/SURVEYOR

Definition:

Manager and owner of the company. This position is responsible for marketing, management, and accountability of the entire company and reports to the Owners of the company. Works to market the company and to carry out the policies, procedures, goals, and mission of the company.

Duties:

- Senior project management.
- Carry out the company policies, procedures, goals, and mission.
- Oversee the preparation of calculations, plans, maps, details and specifications.
- Stamp and sign prepared documents.
- Perform marketing.
- Prepare estimates and contracts.
- Responsible for budget control and client satisfaction.
- Maintain quality control.
- Maintain and promote professional and community involvement.
- Meet with clients, contractors, agencies, and others.
- Supervise, train, and mentor employees for future advancement and company ownership.
- Participate in the selection of new staff.

Qualifications:

Experience/Education: Five years as a SENIOR ENGINEER/SURVEYOR and seven years as an employee of the company and ownership in the company. Must demonstrate strong commitment to company policies and to employee and client relationships. A demonstrated record of successful project completion, including budget control and client satisfaction, is required, as is the ability to work within a team environment. Must demonstrate a strong ability to supervise and lead others. Must have a demonstrated marketing record.

Knowledge: Proficiency in the use of personal computers, word processing software, AutoCAD, and civil/structural, surveying software as appropriate. Surveyors shall have proficiency in the operation of field survey equipment. Ability to make complex computations and to check plans, maps, calculations, details, and specifications. Excellent oral and written communication skills are required. Knowledge of codes and regulations.

Physical Demands: Work is performed mostly in office settings. Some outdoor work is required. The employee must occasionally lift and/or move heavy objects. The employee occasionally works in outside weather conditions and/or near moving mechanical parts or in precarious positions. The employee is occasionally exposed to traffic, hazardous plants, insects, reptiles, and animals.

Additional: Some local and/or out of town travel is required. Possession of a valid California Driver License and clean DMV report.