

## **SENIOR ENGINEER/SURVEYOR**

### **Definition:**

Department Manager. This position is responsible for management and accountability of the assigned department and reports to the Managing Engineer/Surveyors and Owners of the company. Works to carry out the policies, procedures, goals, and mission of the company.

### **Duties:**

- 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 professional and community involvement.
- Coordinate with other departments.
- Meet with clients, contractors, agencies, and others.
- Supervise, train, and mentor employees.
- Participate in the selection of new staff.
- Perform job-site visits.

### **Qualifications:**

Experience/Education: Three years as an ASSOCIATE ENGINEER/SURVEYOR. 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 others.

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.

### **Salary:**

\$72,800.00 to \$91,500.00