

Land Survey Manager

McClelland Consulting Engineers has an immediate need for a land survey manager to join our team in Little Rock, AR. Survey manager leads the survey team on operations associated with civil engineering, landscape architecture or surveying projects. The responsibilities include preparing contracts and reports, presenting right-of-way plans, topographic and boundary surveys, and performing fieldwork. The manager needs to be skilled in standards for surveying comfortable with property boundary surveys and design surveys. The manager and will be responsible for researching the history of the land for survey records, legal records, and information about the property. Additionally, manager provides design staff, field crews, contractors, and clients with a detailed description of a land's characteristics and features. The manager must also be skilled at using mapping programs, AutoCAD and other computer software. The manager will also handle project management skills such as estimating, invoicing and managing survey jobs for the office.

Competencies/Skills/Ability/Qualifications

- Land Surveying License for State of Arkansas
- Principles and Practices of land surveying
- Knowledge and experience with conventional and electronic survey equipment
- AutoCAD Civil 3D or equivalent
- Microsoft Office
- Ethical Conduct
- Time Management
- Organization Skills
- Personal Effectiveness/Credibility

Essential Job Functions

- Manage various projects, as well as manage and oversee field work of various boundary, ALTA/ACSM surveys
- Manage a group of 5-10 field surveyor technician and 2 -3 CAD technicians who are working on private and public infrastructure projects
- Coordinate with other offices and survey managers and staff as necessary
- Oversee physical site surveys using a variety of equipment and tools.
- Prepare drawings, documents, sketches and notes, and perform electronic data collection.
- Coordinate field staff operations.
- Within the organization interface with civil engineers, landscape architect, admin/accounting staff
- Outside the organization interact with architects, clients, governmental agencies as necessary
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites.
- Calculate areas of land parcels and easements using mathematics and computer software.
- Research previous survey evidence, including maps, deeds, physical evidence, and other records to obtain data needed for surveys.
- Prepare site surveying documents and present findings to clients
- Provide expert oversight and training of all survey equipment including
- Prepare documents for boundary surveys, zoning, easement vacations, and right-of-way acquisitions
- Hire and train new employees with entry level, instrument operator and to operate equipment
- Perform quality control and quality assurance reviews on survey work

About MCE

MCE is a regional, multi-disciplined engineering consulting firm, with over 120 employees throughout 4 offices in Little Rock, AR, Fayetteville, AR, Ft. Smith, AR, and Tulsa, OK. We are focused on providing exceptional customer service by committing our time, energy and professionalism to complete projects

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that enhance the quality of life, improve infrastructure and offer positive economic impact to improve the communities where we serve, live and work.

MCE is an equal opportunity employer offering a competitive benefits package and opportunity for career growth.