



## **Survey Team Lead, 1-3 years experience**

HRC is currently seeking a Survey Team Leader with 1-3 years of experience to effectively manage all phases of survey project delivery, including initiating, planning, executing, monitoring, controlling, and close-out. This position reports to the Pre-Construction/Post-Construction Survey Division Lead and has supervisory responsibilities for HRC staff within the Survey Department. The Survey Team Leader is expected to provide feedback to management on the performance of each of the department team members and comprehensively on the Survey Department.

### **Responsibilities:**

- Organizing, planning, and managing the daily tasks and operations of the team, including scheduling, contracts, mentoring, budgeting and profitability/budget review
- Client relationship and coordinating, scheduling, and developing and supporting the Project Management Plan (PMP)
- Evaluating the division's performance and identifying areas of improvement
- Providing technical direction and professional support to division personnel, including staying current with new technologies
- Ensuring that staff members comply with the policies and procedures of the division
- Assisting with employee recruitment, as well as overseeing the onboarding process and training/mentoring of new division staff members, and divisional advocate
- Reviewing office operations and reporting any issues to senior management
- Working with the HR department to handle all inter-division disputes and conflicts

### **Knowledge, Skills, Abilities:**

- Bachelor's degree in Survey, Engineering, Science, or related technical field or equivalent combination of experience and education required
- Business degree is a plus
- Certifications or registrations as mandated by the profession
- Professional registration/licensure required
- Knowledge of the various software programs used by the survey division (Minimum 2 years Civil 3D, Carlson Survey, Trimble Survey, Field to Fit, Lidar/Drone post processes experience preferred)
- Must have a minimum of 1-3 years as a RLS or equivalent experience
- Management Experience of at least 3 years supervising 10-15 team members
- Minimum of 5 years of progressive survey experience

- Knowledge of the market area
- GDOT survey procedures and processes
- Excellent written and verbal communication skills
- Ability to work as a part of a team

**Salary: Based on Experience**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.