

Survey Project Manager Position

JAI, an Environmental, Surveying and Forestry consulting company located in Auburn, Maine is looking to fill a Licensed Surveyor/Manager position.

JAI's projects are multifaceted land use projects; our clients require services in Wetlands, Permitting, Surveying, Forestry and Environmental Restoration. JAI is seeking a licensed surveyor to manage the surveying portion of the business as well as managing the surveying tasks that are related to larger permitting jobs. Jobs range from Boundary surveys for individual lots to ALTA surveys for large Solar projects, new subdivision plans, and existing conditions plans for planned development projects. This position would have a mix of some field work related to overseeing the field crew but would mostly involve the necessary office work such as drafting plans, deed research and writing descriptions. Responsibilities include cost estimating job proposals that have survey related tasks. There is an opportunity for some remote work if desired.

Applicants should have:

- 3 years or more of experience as a Licensed Professional Land Surveyor
- Comprehensive experience using Carlson software, drafting, software for data collection.
- The ability to direct or conduct various types of surveying including boundary, topographic, ALTA, GPS, subdivisions, stakeouts, etc.
- The ability to perform various survey calculations, measurements, and analysis for assignments.
- Interpret and verify the accuracy of survey data including measurements and calculations.

Responsibilities and areas of expertise:

- Search legal records, survey records, and land titles to obtain property information.
- Prepare or supervise preparation of survey data, charts, plots, maps, records, and documents related to surveys.
- Write descriptions of surveys for use in deeds, leases, easement or other legal documents.
- Prepare maps, sketches, and legal descriptions.
- Perform quality control/quality assurance reviews to ensure technical accuracy and thoroughness of survey findings, results and recommendations.
- Compute horizontal and vertical positions of buildings, streets, curbs, etc. for stake-outs.
- Check record plats for completeness and accuracy prior to submitting for review.
- Ability to perform a variety of computations for traverse, record plats, boundary surveys, construction stake-outs, horizontal control, etc.
- Review field notes, daily records, and data/results received from surveying staff.
- Create survey drawings for Record of Survey plats, Right-of-Way (ROW) plans/designs.
- Sign and seal survey drawings.
- Develop and maintain project budgets, schedules, and contract fulfillment.
- Ability to move freely over rough terrain at various construction sites.

Benefits

- Flexible Schedule
- IRA retirement plan
- Health insurance available
- Short term disability insurance
- PTO and holidays

To apply email resume and cover letter to Evan Jones: ejones@jonesai.com