



Job Description

Title: Survey Operations Manager – SGC
Reports to: VP Survey

Department: Survey
FLSA Classification: Exempt
Pay Grade: 11

Primary Function: The Survey Operations Manager will oversee the land survey operations infrastructure projects. This individual will manage the P&L of the region and serve as the operations leader for the region. Additionally, the SOM will be responsible for leading and developing a team of surveyors, while participating on the Survey Leadership Team. Particular focus on policy and personnel, culture, being a mentor for others, contract and proposal review and being an asset to the team.

Duties and Responsibilities:

- Meet commitment to results for all areas of responsibilities including, but not limited to, client retention and satisfaction, financial performance and requirements, and regulatory compliance
- Oversee land survey operations for energy infrastructure projects in the region
- Manage P&L for the region, while participating on the Survey leadership team
- Billing rate policy development and implementation
- Lead and develop a team of surveyors
- Identify and implement process improvements to increase efficiency and productivity
- Ensure compliance with all relevant regulations and guidelines
- Maintain strong relationships with clients, contractors, and other stakeholders
- Develop and monitor realistic and accurate budget and forecasts.
- Ensure that the region is meeting financial performance and client forecasts
- Work with other members of the Management Team to advance the business in all ways necessary to reach Company milestones and deepen and improve our culture and values
- Stay up-to-date on industry trends and best practices

Must be able to read and interpret business records and statistical reports

Knowledge, Skills, and Abilities:

- A wide breadth and depth of knowledge of the Survey industry.
- Proficiency with surveying software and equipment
- Competency with computer programs such as Microsoft Office, and financial programs.
- Proven skills in dealing with medium to high complexity and medium to high risk key client-facing projects through the strategic management of multidiscipline teams.
- Strong leadership and personnel management skills
- Excellent oral and written communication and interpersonal skills
- Excellent presentation skills.
- Ability to read and interpret business records and statistical reports.
- Ability to work in a fast-paced, high-pressure environment
- Ability and the capacity to manage multiple tasks, details and deadlines
- Ability to effectively collaborate with colleagues at multiple management and business unit levels and locations
- Ability to prioritize, organize, and delegate assignments.

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- Ability to travel, as needed, for client or company needs.

Education and Experience:

- Bachelor's degree in survey or a related field plus a minimum of ten (10) years of experience in energy infrastructure projects OR an equivalent combination of education and experience.
- Professional Land Surveyors license is required.
- Demonstrated experience in P&L management

Additional:

- Must possess a valid driver's license and maintain a clean driving record.

Physical Demands:

Duties are performed in an office environment.

- Must be able to remain in a stationary position at least 50% of the time.
- Consistently operate a computer and other office productivity machinery.
- The person in this position frequently communicates with co-workers and clients. Must be able to exchange accurate information.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.

Disclaimer:

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.

Employee Signature

Date