



**Position:** Land Surveying Program Manager

**Location:** Indianapolis, IN

**Start Date:** TBD

**Job Description:** The Program Manager is a key member of our growing Land Surveying Department and has many responsibilities. This new position will lead the coordination and scheduling of non-construction field, transportation, utility locates, monumentation, as-builts, drone, and scanning activities. Oversees field and office staff responsible for executing applicable work. Reports to the Vice President of Land Surveying.

**Qualifications:**

- 20+ years experience as land survey crew chief, land survey project manager, land survey field crew manager, or combination of roles
- Ability to work in a team setting with a variety of people.
- Ability to read site construction plans
- Willingness to contribute when and where needed.
- Strong written and oral communication skills.
- Time management skills and the ability to prioritize assignments.
- Excellent organizational skills with ability to multi-task.
- Interpersonal skills that allow for professional levels of communication with staff and clients.
- Self-starter with ability to work independently.
- Proficient with MS Office Suites (Outlook, Word, Excel and PowerPoint).
- Proficient with AutoCAD Civil 3D
- Driver's license with good driving record.

**Major Responsibilities:**

- Communicate with clients (external and internal) to schedule daily activities of field crews
- Prepare calculations for transportation field crew staking
- Collaborate with Construction Field Crew Manager on scheduling field staff
- Coordinate information with third party subcontractors to insure project documents are complete, accurate and acceptable for intended use
- Ensure department quality control procedures are met
- Invoice transportation staking projects
- Establish and strengthen effective working relationships with clients
- Assist and develop new business partners
- Direct the ordering of survey supplies

**Attributes for Success:**

- Positive attitude
- Proactive
- Self-starter
- Ability to multi-task
- Flexible
- Detail oriented
- Accountable
- Open to new ideas
- Supportive
- Entrepreneurial spirit

**Your Compensation and Benefits**

- Compensation is highly commensurate with experience
- Very competitive and robust benefits package available
- Opportunities for development and advancement
- No requirement for non-compete agreement