



## COLEMAN ENGINEERING COMPANY

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### **Survey Project Manager**

Coleman Engineering Company (CEC) is currently accepting applications for a Professional Land Surveyor to oversee survey operations in our new office opening in the Green Bay area. We are looking for an honest individual with a great work ethic. This self-motivated candidate must display problem solving skills while always looking out for the best interest of our clients. The preferred candidate would have 5 to 10 years of survey experience.

The tasks of this position will include, but not be limited to, estimating and proposals, scoping documents, QA/QC of final deliverables, prepping projects for field personnel, scheduling of field crews, researching public records, property boundary/easements/road right-of-way determination.

The candidate will oversee the overall survey operation of the Green Bay office including coordination of project estimating, scoping documents, and writing contracts for projects; establish standards for survey and mapping practices; draft plans and record drawings; supervise survey crew members; schedule crews and assign/oversee projects; mentor employees; research public records to determine existing property boundaries, easements and other property information; establish and keep open lines of communication within the office and with our other offices to report ongoing, proposed and status updates.

Must be able to create Plats of Survey, Subdivision Plats, Certified Survey Maps, ALTA / NSPS, Legal Descriptions & Exhibits, Condominium Plats, Horizontal & Vertical Control Surveys, GPS Surveying & Mapping, Aerial Mapping, Construction Surveying & Mapping. The ideal candidate will explore leads and opportunities for new survey opportunities, promote other company services, and market for repeat business and referrals. Surveyor will also need to perform field surveying as part of the position.

#### Qualifications

- PLS license
- 5-10 years' survey experience
- Associate or Bachelor degree preferred
- Ability to perform computations and QA/QC checks on work performed
- Understanding and ability to use CAD software
- Proven leadership, planning, and creative problem solving
- Advanced verbal and written communication skills
- Must understand budget and deadline constraints
- Experience with WisDOT standards
- Dedicated to teamwork and staff development
- Must demonstrate clear commitment to delivering excellent customer service

- Passion for technology and its implementation
- Resourceful problem solver focused on accuracy and attention to detail
- Advanced skills with Robotic Total Stations, Trimble GPS, AutoCAD Civil 3D, and Trimble Business Center
- Proficient in Microsoft Office software products
- Ability to regularly lift/carry up to 50 pounds of equipment
- Valid driver's license

Coleman Engineering Company offers competitive salaries and benefits, including 401K plan and the opportunity to advance your career in a professional and challenging work environment. Send resumes to Coleman Engineering Company, 635 Circle Drive, Iron Mountain, Michigan 49801, Attn: LeAna Lindquist, or email [llindquist@coleman-engineering.com](mailto:llindquist@coleman-engineering.com). EOE