



POSITION DESCRIPTION

Survey Crew Chief

Location: Fargo Office

Engineering Services Group: Surveys

Employment Type: Full Time Position

Position Description:

Apex Engineering Group has an opening for a Survey Crew Chief located in our Fargo, ND office. If candidate has their Minnesota Land Surveyors License or ability to obtain, there may be a future opportunity to work from our Detroit Lakes office. This is an opportunity to participate in establishing and expanding Apex Engineering Group's services in the region. The Survey Crew Chief will primarily lead survey crews in the field by providing topographic, boundary and construction surveys on various civil engineering projects including highway and urban roadway projects. Ideally the Survey Crew Chief will be capable of writing legal descriptions for boundary surveys, certifying right of way and subdivision plats, perform title and deed searches, that are typical for satisfying professional land surveying and industry standards. This position will report to the Survey Department Manager located in our Fargo office.

Qualification Requirements:

- LSIT (Land Surveyor in Training) or PLS (Professional Land Surveyor) Licensed in the State of North Dakota and/or Minnesota or the ability to obtain PLS in either state within 12 months preferred.
- 5 or more years of topographic and highway/roadway construction staking experience preferred.
- Proficient with operating GPS, robotic and total station survey equipment.
- Familiar with NDDOT or MNDOT survey data collection and construction survey methods a plus.
- Perform complex surveying calculations using engineering calculator, laptop computer, and coordinate geometry software.
- Excellent written and verbal communication skills required.
- Must be detail orientated, self-motivated with strong interpersonal and organizational skills.
- A valid driver's license is required or the ability to obtain one.
- Must be able to work scheduled hours. Travel and out of town stays will be required; may work overtime especially during the construction season.
- This position will require the initiative to think independently and make rational judgment calls.
- Effectively communicate with contractors, engineering staff and project owner representatives in the field.
- Understand and follow company employee handbook and mandated safety policies.
- Perform responsibilities in a conscientious, legal and ethical manner with a strong attention to detail.
- Must be able to work independently and in a team environment.

Physical Requirements:

- Ability to sit and operate a computer under normal ergonomic office conditions.
- Required to work in an outdoors environment including construction sites and close proximity to traffic.
- Will require prolonged periods of standing and walking to perform some of the typical tasks and duties associated with topographic and construction surveying.

- Ability to lift equipment or objects weighing 50 to 75 pounds.

Typical Tasks and Duties:

- Provide land surveying services for construction, topographic, right-of-way, easements, subdivision plats and control survey projects.
- Gathers field survey data through the use of conventional surveying and GPS methods.
- Researches existing record information, including record maps, plans, deeds, easements and right of way documents.
- Has a general knowledge of, or if licensed, may be required to write or review legal descriptions associated with right of way documents, subdivision plats, and record of surveys.
- Prepares accurate field notes, drawings and records change in conditions while in the field.
- Delegates survey tasks to other survey technicians under his/her direct supervision.
- May be required to clear vegetation, dig holes, and pound stakes with hand tools.
- Learn and follow surveying methods and standards as required by state and public agencies.
- Participates in pre-survey planning meetings with the Survey Department Manager on a consistent basis by providing updates and progress during all phases of projects.
- This position may lead to a more prominent role as a Senior Survey Crew Chief or a Senior Surveyor which will include becoming responsible for project budgets, fee estimates and financial performance.
- Participate in professional organizations and community leadership programs.
- Other duties as assigned.