

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: PROJECT ENGINEERING SURVEYOR

REPORTS TO: Project Manager I

SUPERVISION GIVEN TO: Surveying Technician II, Surveying Technician I and Project Chainman

DUTIES AND RESPONSIBILITIES:

- Coordinates surveying operations and field surveying activities.
- Conducts topographical and settings out surveys.
- Verifies surveys done by external surveying consultants.
- Prepares topographical drawings and reports.
- Schedules survey team in executing survey requests.
- Files and store internal and external survey results and reports.
- Distributes surveys to external surveying consultants.
- Processes invoices for external surveying consultants.
- Conducts site visits with external surveying consultants to ensure that they understand the details of the job that they are undertaking.
- Formulates policies/manuals to guide external surveying consultants.
- Develops terms of reference for external surveying consultants.
- Conducts appraisals for external surveying consultants.
- Liaises with external surveying consultants to address issues and generates solutions.
- Generates survey reports for each fiscal year showing the amount of jobs performed by external surveying consultants and the cost incurred by PURE.
- Performs other job-related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

SKILLS AND ABILITIES : • Ability to use and calibrate surveying equipment and analyze engineering surveying data.

MINIMUM EXPERIENCE AND TRAINING:

- Bachelor of Sciences degree in Land Surveying from an accredited institution.
- Two (2) years related work experience.
- Experience working with Trimble/Leica/Sokkia software.
- Proficient in Microsoft Office Suite and AutoCAD Civil 3D.