



TERRA Site Development, Inc. (TERRA) is a multi-dimensional civil engineering and surveying firm that offers a wide variety of services including land surveying, civil / site engineering, geotechnical engineering, environmental consulting, drilling, & construction services in house. At TERRA we pride ourselves with in-house engineering experts that collaborate in a design team to specifically look for value engineering opportunities. For more information about TERRA, visit www.TERRAsitedev.com

Position: Project Manager – Land Surveying

Location: Westfield, Indiana

Start Date: Immediately

Job Description: The role of the Project Surveyor is to organize, coordinate, and manage projects which include a broad range of assignments requiring knowledge of surveying/mapping. This includes writing legal descriptions, drafting plats and surveys, resolving boundary issues, cost estimating for project proposals, and managing survey projects. To support these responsibilities, the individual should possess good organization, time management, interpersonal, and communication skills.

Qualification and Requirements:

- Indiana State Surveyor Licensure is preferred
- 5+ years' experience in topographic surveys, design surveys, land survey plats, subdivision plats, Land Title Surveys and construction surveying
- Knowledge of common boundary establishment methods and analysis.
- Experience with AutoCAD Civil 3D or Carlson Survey is a must
- GIS experience is preferred but not mandatory
- Must be able to cultivate and develop client relationships, work independently, possess the ability to manage projects and have strong written and oral communications

Essential Duties and Responsibilities:

- Completes technical mapping and final drawings for agency submittals and specifications for approval
- Conducts research and analysis, title reports, ROW/E, Land Title Surveys, topography, and mapping
- Performs boundary calculations, analysis, and field support calculations
- Reads, researches and interprets deeds and maps
- Performs boundary analysis, and determinations
- Drafts legal descriptions and prepares easements, plats and surveys
- Manages project budget and reports project results to management as directed
- Analyzes project profitability, revenue, margins, bill rates and utilization on an ongoing basis but no less than monthly and at project completion
- Assures project legal documents are completed and signed
- Manages project scope and modifies pricing and agreements, as applicable due to scope changes. Resolves and/or escalates issues in a timely fashion
- Other duties may be assigned to meet business needs

Your Compensation and Benefits:

- Compensation is highly commensurate with experience
- Very competitive and robust benefits package available
- Opportunities for advancement **plus ownership in an employee-owned company within 1 to 2 years**

We are a firm that hires based on character as well as experience.