

CalVada Surveying, Inc.

Office Project Manager

Job Description

Title	Project Manager-General
Department(s)	Operations
Business Units	ALTA; Telecom; Environmental; Mapping; Construction
Reports to	Director of Survey

Job Summary

The Project Manager is responsible for supervising the Business Unit which includes supervising the Assistant Project Manager, Survey Technicians, and field crew assigned to this person projects. This person also manages the outsourced consultants that are working on projects. As the technical expert, this person must also ensure that this person's technical knowledge is kept current. The overall key goals for the Project Manager is to manage the business unit in terms of project profitability and meeting deadlines, sales growth (proposals), customer and employee satisfaction, employee supervision, evaluation, and mentoring.

Summary of Essential Job Function

Employee and Department Related

- 1) Staff scheduling
- 2) Make sure Survey Technicians and Assistant Project Managers are familiar with the scope of work so that extras can be identified and accounted for.
- 3) Be aware of each staff member's capabilities and weaknesses. Assign jobs and/or provide training to maximize the strong points and improve the weak points.
- 4) Implement and enforce office policies and procedures
- 5) Responsible for employee evaluations including an write ups or commendations
- 6) Interview potential new hires and provide recommendations
- 7) Be a mentor – teacher
- 8) Develop a teamwork/mutual support atmosphere
- 9) Establish and implement a mapping/CAD personnel training program
- 10) Responsible for department policy and procedures
- 11) Continually improve the office and field process for all projects
- 12) Responsible for tracking performance metrics (for employee performance, etc.)

Client Related

- 1) Responsible for taking requests from clients for work
- 2) Be liaison and maintain relations with client project managers
- 3) Obtain referrals from clients for potential new work

Project and Proposal Related

- 1) Know what work effort is expected– know the scope of work.
- 2) Know job budgets (hours and dollars)
- 4) Are responsible for project profitability and deadlines
- 5) Make sure **Out of Scope** work is identified and out of scope work is approved by the client
- 6) For each job, with input from staff, determine what is the best approach to use to get the most efficient and cost effective results.
- 7) Supervise research as necessary
- 8) Participate in proposal preparation and cost estimates
- 9) Implement and enforce use of company mapping CAD standards
- 10) Oversee & check mapping deliverables to make sure work is completed as efficiently as possible
- 11) Stay up to date with new technology and make recommendations for its use.
- 12) Responsible for condition of equipment and recommendation as to when new equipment is needed, what is needed, what are the costs.
- 13) Prepare an annual estimate of new equipment needs and costs
- 14) Institute & review proper mapping procedures
- 15) Responsible to ensure that the PM log is up to date
- 16) Responsible to ensure related proposal information is entered into Salesforce.com

Requirements

- 1) PLS preferred. If not a PLS, then must pursue a PLS
- 2) Extensive experience in a wide range of mapping/CAD projects.
- 3) Proficient in AutoCAD
- 4) Proficient in Project Management
- 5) Must have excellent management skills including:
 - a) Supervision
 - b) Budgeting and cost control
 - c) Client management
 - d) Scheduling
 - e) Training
 - f) Problem solving

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.