

CAREERS AT MESHEK

JOB TITLE	Survey Department Manager
STATUS	Exempt
LOCATION	Tulsa, Oklahoma
JOB REQUIREMENTS	<p>Education: Associate's Degree (Bachelor's Preferred) – Survey core curriculum is required</p> <p>Licensing: Oklahoma PLS (KS, MO, AR, TX a plus)</p> <p>Experience: 10+ years of experience in traditional and GPS survey (LiDAR a plus)</p> <p>Software: Microsoft Outlook, Word, Excel, AutoCAD, Civil 3D, ArcGIS, LiDAR software, Field Data Collection software. Knowledge of Ajera is a plus.</p> <p>Candidate must possess the following skills: Drafting knowledge, oral and written communication skills, planning, teamwork, decision making, judgment, problem solving and ability to coordinate with other members of a project team.</p>
JOB DESCRIPTION	<p>The Survey Department Manager collaborates with the company leadership team and the survey department staff to serve trusted partners and develop new partnerships with local and regional clients. The manager demonstrates a high degree of creativity, foresight, and mature judgment when working with clients and peers on survey computations, types of surveys and field operations. The department manager is enthusiastic, knowledgeable, and passionate about helping others understand the principles, ethics, and various technical standards of the profession. Underlying the manager's leadership is carrying on the company culture of serving the community and meeting their needs.</p> <p>The Survey Department Manager will have the following duties:</p> <ul style="list-style-type: none">• Develops and maintains a department that fulfills Meshek's purpose and vision.• Professional Land Surveyor in Responsible Charge of maintaining jurisdictional Survey Minimum Standards.• Serves as the lead in all client relations, project selection, staff recruiting, strategic planning, innovations, and marketing for the Survey Department. Analyzes project profitability, revenue and billing rates; and understands pricing model and billing procedures.• Oversees risk management, change control and quality assurance activities.• Manages the financial, personnel, legal and technical needs of the department.• Responds to client and staff inquiries and concerns promptly and professionally.• Capable of completing the tasks of all department staff if required; able to review and correct the work of department staff as needed.• Develops and enforces department guidelines, policies, and standards.• Mentors junior team members and fosters their professional development, as well as champions their initiatives. Adheres to company policies and client standards to ensure compliance with applicable policies and performance measures. Displays effective time management.• Safety sensitive position.• Other duties as directed. <p>Candidate must possess an Oklahoma Driver's License and have reliable transportation to and from work. Out of town work for short periods of time may be required for the position.</p> <p>Must be willing to relocate to Tulsa, Oklahoma.</p>
ABOUT MESHEK	<p>Meshek & Associates, LLC is a civil engineering consulting firm specializing in water resource engineering, transportation, right-of-way, planning, surveying, and GIS in the state of Oklahoma. Meshek & Associates, LLC is an equal opportunity employer.</p> <p>Submit resumes to careers@meshekengr.com.</p>