



PURPOSE:

The Manager of Field Survey Operations is responsible for serving as both a strategic and tactical link between the corporate office and field survey operations. This role is responsible for equipment tracking and maintenance, execution of various field safety meetings, and a focus on continuous improvement in field survey processes and procedures.

AREAS OF ACCOUNTABILITY AND ACTIVITIES:

1. FIELD OPERATIONS
 - a. Ensures safe and effective field operations policies, procedures, and practices
 - b. Successfully implements and ensures execution on strategic plans as they relate to field survey operations
 - c. Reviews data packet submissions for timely submittal and accuracy
 - d. Ensures accurate inventory and regular tracking of field survey assets and equipment
 - e. Conducts both regular and ad hoc/random audits on field survey employees time
2. SAFETY
 - a. Ensures the completion of weekly tailgate meetings for safety and correct content covered as well as attendance
 - b. Facilitates monthly safety meeting and ensures attendance is accurately recorded
 - c. Reports field safety matters to correct internal parties including immediate supervisor
3. CROSS FUNCTIONAL COLLABORATION
 - a. Works with HR in the recruitment and hiring process of field survey employees
 - b. Provides insight into readiness/appropriateness of field survey promotions and pay increases
 - c. Relays changes in base location and supervisors to HR in an accurate and timely manner
 - d. Identifies continuous improvement opportunities as they relate to the ERP system

TECHNICAL COMPETENCIES:

BEHAVIORAL COMPETENCIES:

EDUCATION:

- High School Diploma/GED (Associates Degree preferred)

EXPERIENCE:

- No less than 6 years of experience coordinating field & office survey activities.
- Working knowledge of the latest technology in surveying equipment and software.

KNOWLEDGE AND SKILLS:

- Strong knowledge of safety processes and procedures



- Proficient in Trimble Business Center
- Proficient in Autodesk Civil CADD software.
- Trimble SX10 experience is preferred.
- Demonstrated ability to appropriately manage an inventory of owned/rented survey equipment.
- Strong PC skills, particularly Microsoft office programs.
- High organization and prioritization skills
- Excellent verbal and written communication skills
- Strong decision-making, problem-solving, and analytical skills
- Ability to thrive in fast-paced, changing environment.
- Strong Knowledge of principles and practices of land surveying
- Ability to assign, prioritize, schedule, and delegate work.
- Demonstrated ability to explain technical concepts to others, provide constructive feedback, direct, train, and evaluate the performance of staff.

WORK ENVIRONMENT:

This job primarily operates in a remote working environment, we do also have professional office spaces available if required. Occasionally, this position may require outdoor work to be conducted at landfills, construction sites, and in traffic.

PHYSICAL DEMANDS:

Primarily office/sedentary; some filing required. Position requires the ability to lift files, open filing cabinets, bend and stand, as necessary. If on job site, incumbents may be required to perform moderately strenuous tasks, such as lifting and carrying instruments weighing up to 75 pounds over rough terrain. Incumbents may also be required to clear vegetation, dig holes, and pound stakes with hand tools.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday. Project workload may occasionally necessitate evening and/or weekend work.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

None required for this position.

AAP/EEO STATEMENT:

Transglobal Services, LLC. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.