



SURVEY PROGRAM MANAGER

JOB SUMMARY

Coordinates and directs all aspects of Surveying for the Jackson office of Y2 Consultants including staff, scheduling, budgets and long-term planning. As surveyor in charge of Wyoming work performed out of the Jackson office, coordinates closely with Y2 staff so that work is completed within budget and timeline constraints. Reviews projects for compliance with statutory and company policies and standards. Reviews project deliverables before stamping, recording, and/or delivery to clients. Estimates jobs for proposals and addresses survey related requests from potential clients. Coordinates survey work with other Y2 program managers to ensure multidisciplinary projects are addressed in an effective and efficient manner. Manages staffing demands including hiring, scheduling, reviewing time and PTO requests. Serves on the Leadership team of Y2 to develop long term company goals, work on companywide policies and strategies and advise the long-term direction of the company.

REQUIREMENTS:

1. Professional Land Surveyors license in Wyoming with the ability to get licensed in Idaho within 6 months.

PHYSICAL REQUIREMENTS:

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

- Must be able to drive and/or hike to job sites.
- Must be able to remain in a sitting or standing stationary position 50% of the time.
- Must be able to safety lift and carry or otherwise move 50 pounds regularly including while traversing irregular, steep terrain and changing elevations including mountainous areas.
- Must be able to consistently work in various outdoor weather conditions such as snow, cold, hot windy type environments.
- Must be able to ascend and descend ladders, scaffolds, stairs and work in confined spaces and in proximity to loud equipment.
- Must be able to position oneself to work in confined spaces such as trenches, pits, manholes, attics, and tunnels.
- Must be able to safely climb ladders while carrying up to 50 lbs.
- Must be able to wear personal protective gear most of the day.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES

Essential Duties:

1. Program Management

- a. Confer with potential clients to develop proposals and estimates, determine project requirements, timeframes and other information necessary to ensure projects are completed on time and on budget. Alert the necessary personnel of any changes to the proposed scope of services, budget or contract.
 - b. Ensure that projects adhere to all federal, state and local laws, and any requirements of Y2.
 - c. Review and stamp plats, surveys and certifications. Record with the County all necessary documents as required.
 - d. Review and approve invoices (billing review), and assist with collection when necessary.
 - e. Perform calculations, setup, or fieldwork as needed to assist survey technicians.
 - f. Coordinate with the rest of the Survey Program in Jackson and Cheyenne to develop and maintain standard field codes and data formats compatible with data collection and CAD/design software.
 - g. Coordinate with the Survey Program in Jackson and Cheyenne to develop best practice techniques for all aspects of surveying to ensure the program has available the most effective and efficient practices and is taking advantage of the latest available technology.
 - h. Maintain the Survey Program Calendar with input from team members.
 - i. Review and approve Paid Time Off (PTO) requests.
 - j. Organize and oversee interdepartmental training.
2. Work with project team members, serve as interface with clients.
 - a. Maintain a positive working relationship with team members.
 - b. Collaborate with Program and/or Project Managers to prioritize projects, workloads and needs.
 3. Service to the company, community, and profession.
 - a. Engage in appropriate behavior and/or conduct that is consistent with a positive image and continued growth of Y2 Consultants.
Refrain from public activities or behavior that could undermine or conflict with the goals and interests of the firm and/or our Client(s).
 - b. Participate in marketing efforts.
 - c. Develop client and professional networks through professional associations, committees, and business associations. Promote the professional standing of the firm through those networks.
 4. Professional Development
 - a. Maintain PLS licensure.
 - b. Work toward professional licensure in other states where Y2 operates as appropriate.

BENEFITS:

This position is a full-time, benefited position. Benefits include vision, dental, and medical insurance; a 401(k) plan; paid time off; short- and long-term disability insurance, housing allowance. The successful applicant will receive a \$10,000 signing bonus. If the applicant departs Y2 Consultants in 2 years or less, the signing bonus shall be repaid to Y2 Consultants.

TO APPLY:

Email cover letter, resume, and professional references (3 or more) to jobs@y2consultants.com with the job title in the subject line.