



POSITION TITLE

Project Surveyor

DIRECTION

This employee will receive supervision from Croy's Surveying Department Manager. The ideal candidate is someone who has the drive to further their career, shows stability and aptitude, and possesses a positive attitude. This person will need to have the ability to take instruction, learn, consult, give direction, act responsively, drive safely, work efficiently, and grow with our company, in addition to demonstrating hard work, collaboration, and diligence.

The Project Surveyor oversees the day-to-day operations of field and office staff for multiple projects and locations, including tracking of deliverables.

DUTIES AND RESPONSIBILITIES

- The Project Surveyor is responsible for the successful execution of survey projects
- The Project Surveyor will lead drafting efforts and point processing (both conventional and GPS) for Croy's surveying department
- The Project Surveyor will coordinate field work completion, preparation, calculation sheets, drafting, and quality with Croy's Survey Field Manager
- Review boundary retracements with the PLS in charge across Croy's office locations with the purpose of condensing the drafting to improve quality, consistency, and overall plat development efforts
- Train draftsman and field crew personnel, as well as assist and consult when training is needed
- Assist with the development of proposal materials and resource allocation
- Assist in reviewing credentials and qualifications during the hiring process of team members
- Coordinate budgets, project progress, and discuss options for projects with clients and staff
- Coordinate schedules, budgets, and project preparation with Field Coordinator for 2-3 crews on a day-to-day basis

QUALIFICATIONS

- High school diploma or equivalent
- 10 years of experience
 - Minimum of 5 years of progressive experience as a Project Manager, directly working with clients in a leadership role
 - Minimum of 2 years of experience with project tracking systems, project management, and billings
- Boundary/cadastral survey experience (GDOT/ALDOT/TDOT database prep experience preferred)
- Extensive Civil 3D CAD drafting is required, and some Carlson Survey drafting included based on client
- MicroStation InRoads/OpenRoads, Civil 3D, and Trimble Business Center experience
- Trimble survey equipment experience (Total Station and GPS)
- Topographic mapping skills and the ability to draw detailed sketches of structures
- Ability to work in Atlanta, Huntsville, and Chattanooga (as needed)
- Valid driver's license and clean motor vehicle report
- Must be able to pass background check as a part of employment screening



EXPECTATIONS

- Office staff are expected to work 7 a.m. – 4:30 p.m., Monday through Friday. Field crews are expected to work four ten-hour shifts per week.

ABOUT THE ROLE

- Position Location – Marietta, Ga.
- Employment Status – Full-time
- Education Requirement – High School/College
- Experience Requirement – 10 years
- Benefits – Health insurance, 401(k), short-term and long-term disability insurance, dental insurance, wellness program, one month paid vacation per year
- Travel – Yes

ABOUT CROY

Croy is an award-winning, full-service consulting firm with offices across the Southeast. From planning runways, highways, or greenways to designing, surveying, or managing construction projects – we've got your back. It's why our clients are our top priority – because communities aren't shaped just by projects, but by people. It's why we're committed to being approachable, accessible, and responsive. It's why as your needs change, challenges arise, or timelines get shortened, we're your first phone call. And, it's why we give back through volunteering, mentoring, and supporting non-profits. Because the places where you live, work, and play – we call them home, too. We believe in engineering the extra mile. It's what we do.

TO APPLY

To apply, please send resume to resume@croyengineering.com or ctompkins@croyeng.com.