

Survey Analyst Position

- Project Research
 - Research deeds, plats and wills in circuit court record rooms all over the state
 - Research deeds, plats and wills using online land record resources
 - Maintain Secure Remote Access subscriptions
 - Research parcel ownership using tax assessment department records and online GIS resources
- Project Set-Up and Management
 - Prepare new projects and service requests for Surveying and Drafting personnel
 - Maintain active supervision of ongoing surveying and drafting projects
 - Communicate regularly and effectively with land agents, surveyors, drafters, engineers, project managers and CCPC Right-of-Way Manager
 - Maintain project records, calendars, databases and logs
- Survey Field Work & Support
 - Support survey field crews with occasional field work, with special emphasis on property corner monumentation recovery
- CAD Drafting
 - Draft CAD drawings of project areas from record room research
 - Occasionally draft utility easement plats
- Occasional Temporary Substitution for CCPC Right-of-Way Manager
 - Lead weekly Team meeting
 - Supervise Drafting Department personnel
- Personable and professional working relationships with clients, land agents, engineers, property owners, business managers, construction inspectors and sales representatives, often attending meetings at project sites
- Reasonably fluency in:
 - land surveying practices
 - boundary law and principles
 - interpreting survey plats and construction plans
 - interpreting information from deeds and wills
 - utility easement agreements
 - the basics of civil engineering and construction, particularly as they apply to the installation and function of underground and overhead utilities
- Good driving skills and a clean driving record
 - The position involves zero to four days of daily travel each week
 - The position involves zero to two days of overnight travel each month
 - Basic maintenance and record keeping for company vehicle
- A certain degree of flexibility with regard to work schedules
- Proficiency with:
 - AutoCAD
 - Adobe Acrobat
 - Microsoft Outlook, Excel, Access and File Manager
- Ability to pass random drug-screening and criminal background checks