



Position: Survey Project Manager

Project Location: Philadelphia, PA

Status: Full-time

Compensation: Based on experience

Sci-Tek Consultants, Inc., a civil, survey, environmental, and geotechnical engineering and surveying firm is seeking a **Survey Project Manager** with 8+ years of relevant experience. The successful candidate will assist Survey Manager, coordinate scheduling, supervise and manage multiple survey crews and project deliverables, perform project QA/QC, project proposal preparation and invoice review, field work on as needed basis, and other duties as assigned.

ESSENTIAL FUNCTIONS / SKILLS:

1. Ability to manage multiple tasks and work effectively and efficiently in high paced environment with highly motivated professionals.
2. Self-starter and ability to work in collaborative efforts in a team environment.
3. Understand route surveying, topographical survey, control and boundary requirements.
4. Strong attention and dedication to accuracy, quality and meeting deadlines.
5. Excellent written and oral communication skills.

MINIMUM QUALIFICATIONS:

- Post-secondary education, PA, WV or OH state Professional Land Surveyor License preferred
- Proficiency using Trimble Business Center, AutoCAD and Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Familiar with the operation of conventional, robotic and GPS Trimble survey equipment;
- Be available for occasional overnight travel.

To apply, submit a cover letter and resume to:

Human Resources
Sci-Tek Consultants, Inc.
655 Rodi Road, Suite 303
Pittsburgh, PA 15235