

SGC Engineering, LLC
Senior Survey Project Manager/Regional Office Director

SGC Engineering (SGC) is seeking to add a **Senior Survey Project Manager/Regional Office Director** to support project efforts out of our growing office located in Woodstock, Georgia.

Organization:

SGC is a 100-person multidisciplinary engineering firm with extensive experience providing comprehensive professional surveying services to clients in the United States and Eastern Canada. SGC has a strong foundation in the Oil & Gas, Electric Transmission and Alternative Energy markets, with a focus on delivering world class consulting and advisory services for its clients.

Position Summary:

The position will focus on growing and providing professional surveying services in the southeast region for linear projects focused in the Oil & Gas and Electric transmission markets, as well as providing support to other projects associated with the complete breadth of services offered by SGC. This position is a leadership role requiring excellent people skills and technical knowledge. Responsibilities include ability to manage large complex projects, while maintaining good client communication, staff utilization and growth, quality of product and some business development with support from our headquarters.

Location & Travel:

The location of the position is regional to the southeast and flexible to working out of SGC's regional office or another regional location. Travel within the region is expected and the potential for travel to other parts of the country is possible as required to facilitate client interactions.

Direction Required:

Independently performs and manages all assignments reporting performance, schedule and outstanding issues associated with multiple projects. Receives professional and management guidance on unusual or complex issues from senior management.

Typical Duties and Responsibilities:

- Client Relationships: Maintain a positive relationship with clients, striving to understand their interests, goals and objectives.
- Business Development: Generate repeat business from existing clients; serve as the lead for preparation of proposals and preparing fee estimates.
- Contract Management: Understand contract terms and manage project within that framework; monitor need for change orders.
- Project Profitability: Achieve or enhance the desired profitability for projects by overseeing project activities, monitoring progress vs. budget and pursue opportunities for additional services.
- Project Schedule: Meet the project schedule; communicate project schedule and milestones to client and team members; update, as necessary.
- Quality of Services Provided: Responsible for assuring compliance with company standard operating procedures.
- Utilization of Staff: Provide current and anticipated staffing needs and provide input regarding prioritization of resources.
- Invoicing/Collections: Issue timely invoices to clients and avoid "surprises" by keeping them informed. Assume the lead in collecting past due invoices and elevate payment issues to firm management as appropriate.

Required Skills:

- At a minimum, must possess all of the skills of a Project Surveyor
- Experience in all aspects of boundary law
- Excellent communication skills
- Must possess marketing skills
- Competent in use of MS Office suite of software including MS project
- Autocad Land Desktop and/or Civil 3D survey functions
- TBC survey software or similar survey industry software
- High level organizational skills
- Competent in negotiating with clients, subcontractors and managers
- Project financial management
- Able to lead proposal writing and cost estimating
- Critical thinking
- Problem solving

Client Contact:

Full client contact with responsibility for maintaining professional relationships.

Education & Training:

- Bachelor degree or Associates degree in Surveying Engineering or Geodesy & Geomatics Engineering
- Minimum 10 years project surveyor experience
- Minimum 3 years project management experience
- Professional Land Surveyor licensure (multiple states preferred)