



## **Bell Land Surveying PLLC Professional Surveyor Position Description**

Bell Land Surveying PLLC is seeking a Professional Surveyor for our growing office. We specialize in boundary, engineering, and architectural surveys for residential, commercial, recreation, conservation, and public purposes.

### **Job Duties**

- Collaborate with senior staff in scheduling, coordinating and completing survey work.
- Maintain records, prepare survey documents, drawings, and reports.
- Provide guidance to less experienced team members.
- Supervise team and personally conduct steps necessary to complete survey both in the field and office including, but not limited to: research, clear brush, drive stakes; prepare sketches, survey documents, drawings, notes, and reports; and maintain records.
- Supervise and use survey equipment and software to gather and compute data with precision and accuracy.
- Analyze survey data and make professional decisions to complete survey work.
- Certify survey documents.
- Represent Bell Land Surveying PLLC in a professional and ethical manner.
- Interact with clients in a professional manner.
- Follow all corporate and jobsite safety procedures.
- Ensure that survey activities are performed in accordance with standard procedures, standards set by applicable state statutes and the ACSM.
- Other duties as assigned.

### **The Preferred Candidate will possess:**

- Must have Registered License as a Professional Surveyor in the State of WV or PA, and ability to be licensed in both.
- Demonstrated ability to complete work independently.
- A minimum of an Associate's degree in a relevant program is required.
- Proficiency in Carlson Survey and Carlson SurvPC software; Must have the ability to learn new software.
- Knowledge of Microsoft Office programs such as Outlook, Word and Excel.
- Clear and professional written and verbal communication skills with management and clients as well as outside engineering and architectural consultants.
- Skills to work effectively and efficiently within a team.
- Understanding of the use of field instrumentation (such as GNSS, total stations, data collectors, levels, and other equipment).
- A valid driver's license.

### **General Information**

- Salary will be based on relevant experience.
- Office Location: Morgantown, WV.
- Work Remotely: Potential for discussion.
- Job Type: Full Time Salaried – 40 hours per week minimum.
- This position requires work on active construction sites, urban locations, remote wooded locations on steep hilly terrain, with the possibility of adverse weather conditions.
- The position requires the ability to lift 60 lbs.

### **Job Benefits**

- Educational Opportunities.

- Competitive salary, ranging from \$55K-\$80K/annually, and incentive bonus eligible.
- Rewarding work environment.
- Paid time off including 11 paid holidays, 15 vacation days in the first year, and sick time.
- Health and retirement stipends (potential for 401k and HRA).

Send resume to [Admin@bls-pllc.com](mailto:Admin@bls-pllc.com)