



SUSQUEHANNA CIVIL

ENGINEERING & ENVIRONMENTAL CONSULTING

Position: Surveyor 1

<https://www.sqcivil.com/careers>

Here at Susquehanna Civil, we get it. **We support the required flexibility essential for you to do your best work and live your best life.** As a multi-service women-owned civil engineering and environmental consulting firm, we embrace a hybrid work environment, a flexible and people-centered culture with a small-company feel, and work hard to maintain a strong benefits package to support the overall happiness and wellbeing of our team members.

Working at Susquehanna Civil, you will have joined a growth and team-oriented group where your values of integrity, quality, care, and responsiveness will be highly regarded, as they are also our core values. We strive to live out our values and believe it is essential for maintaining an inclusive, highly collaborative, fun, yet respectful workplace.

As a small to mid-size company, we have the opportunity to provide you with a greater variety of hands-on experiences to be a more well-rounded professional. You are more than just a number with us and we believe in empowering team members to contribute and support positive and healthy changes as a growing company.

When you join us, you will connect and collaborate with not just your immediate team members, you will get to know all of us because of our team-oriented culture. We have monthly engagement activities and events to get together, and support giving back to our community and supporting our colleagues when they need it most through our Benevolence Fund. Does this type of work environment sound of interest to you?

- ✓ **Transferable Experience**
- ✓ **Positive Attitude**
- ✓ **Collaborative**
- ✓ **People & Team-Focused**

Skills, Transferable Experience, & Certifications:

- Education: **High School Diploma**
- Professional License: **PA SIT or PA PLS (also valid driver's license)**
- Minimum experience: **6 years**

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The Surveyor 1 position is responsible for creating deed mosaics, plotting baselines and legal right-of-way lines, preparing information for field crews, and QA/QC of mapping and mosaic files. The Surveyor 1 will work collaboratively with Field Staff, CAD Staff, Technicians, and Survey leadership, and will be given the responsibility to prepare plans, mosaics, intent to enter letters, as well as review CAD team member work, and mentor less experienced staff.

Dedicated professionals focused on delivering quality.

We believe in contributing to the development of safe and quality infrastructure designs. You have likely driven the many roads, highways, and bridges of Pennsylvania we have touched. We strive to best support our community by improving safe transportation-focus conditions to help the community that we live in maximize its potential.

With our keen insight of industry knowledge, our clients trust us with being consistent, reliable, and delivering quality and appreciate our positive attitudes and desire to always be better.

Typical Duties:

- Prepare traffic control plans.
- Perform deed research online and at courthouses.
- Prepare requests for legal right-of-way.

- Plot deeds, baselines, and legal right-of-way lines in CAD.
- Preparation of deed mosaics.
- Prepare intent to enter letters, and review letters prepared by others.
- Review CAD files prepared by CAD staff.
- Responsible for overseeing maintenance of all equipment and ordering of supplies.
- Attend project planning and training meetings.
- Perform other duties as assigned, including occasional inclusion in field activities.
- Prepare start-up information for field crews.

Preferred Skills/Experience:

- Proficient communication, interpersonal and collaboration skills.
- Ability to work independently, good time management skills, and critical thinking skills.
- Basic knowledge of Microsoft Word, Excel, Outlook, and other office software.
- Basic knowledge of MicroStation CAD software.
- Moderate mathematical and analytical skills.
- Moderate understanding of land surveying principles and practices and the Professional Land Surveyors Act, preferred.
- Basic understanding and ability to apply methods and standards of technical report writing and computer-assisted surveying applications desired.
- Basic understanding of PennDOT DM3 and PTC Design Consistency Manual.
- Ability to read and interpret a variety of maps, title reports, and legal descriptions preferred.

Additional Information:

Offered rate of compensation for this **full-time** position will be based on individual education, qualifications, experience, and work location. This position is primarily an office position but may require up to 10% travel for survey site field views as part of the QA/QC process. The Surveyor 1 role also requires the ability to be outside in various extreme terrain or conditions and varying environmental or hazardous settings.

With our steady backlog, it is a great time to join Susquehanna Civil! **When you join us, you'll get more than just a job – it's a home.** People want to know you here – people care. You will have flexibility, high-value benefits, and have opportunity to gain greater well-rounded professional experience with our firm.

Susquehanna Civil supports Equal Opportunity and can't wait to watch your journey begin... it's only starting. Here and now, by clicking send and sharing your resume and contact information on our company website at <https://www.sqcivil.com/careers>.