

NOW HIRING: Sr. Project Manager

About Datapoint Engineering:

Datapoint is a growing medium-size firm composed of tested and industry-leading team members, with talents focused across a diverse range of markets within the engineering, land surveying, mapping, UAS, and GIS industries. We plan to continue our diversification and strategic growth into additional local & national markets, maintain our high level of execution with existing clientele, and continue to implement and hone efficient processes across our multiple service offerings. We're looking for dedicated, long-term staff who we can consider a valuable part of our core team as we continue to grow, providing ample opportunity for individual advancement in the firm and allowing us the opportunity to give back to our highly-valued team members.

Job Description:

Datapoint Surveying and Mapping is seeking a Senior Project Manager for our San Antonio or Fort Worth office. In-Office participation is highly encouraged but we will consider remote or hybrid-remote work under the right circumstances. This is a full-time position that will include benefits.

Required Qualifications:

- 7+ years in recent, active, and diverse Project Management
- Thorough proficiency & efficiency in records research
- Experience preparing legal descriptions, filing plats, recording surveys, and preparing deliverables for multiple survey types
- High-level efficiency with AutoCAD, Autodesk products, and/or Carlson software
- Proficient with project and deliverables templates & CAD automation tools
- Proficient in tracking budgets, performance, and project delivery
- GIS familiarity and ability to follow GIS integrated workflows
- Ability to work effectively with a team in a high performing environment
- Highly effective communication
- Highly organized
- Client-focused approach to project execution

Key Responsibilities:

- Work with multiple staff team members to execute a potentially diverse range of project scopes at a high level
- Assist in process and workflow implementation across designated operational areas
- Assistance in training new office staff and direct-report team members
- Research previous survey evidence, maps, deeds, physical evidence, and other records as needed to support survey operations
- Assist in preparation/assignment of legal descriptions and exhibits for multiple survey types
- QA/QC of project datasets and ensure compliance with client standards
- Assist survey coordinators in scheduling field surveying as needed
- Assistance in maintenance of records (server organization and following set standards for structure and naming conventions)
- Assist in project take-off and close-out

- Professional Services Automation (PSA) maintenance:
 - Follow set procedure for coordination/communication with AR and management for maintaining accurate project records within PSA system
 - Assist in building project staff resource allocations
 - Assist in project budgeting & proposals
 - Frequent auditing of projects for accuracy across project details, contact details, phases, assigned teams, budgets, and deadlines
 - Coordinate with Systems Administrator for project take-off, close-out and billing notifications
 - Attendance of periodic PSA training
- Assist middle and upper management in building effective teams

Desirable Qualifications:

- SIT, PLS, RPLS licensure pursuit
- Ability to work in-office
- Experience with multiple survey data collection methods (total station, GNSS, LIDAR, and photogrammetry)
- Experience with feature code libraries and process implementation
- Experience with Trimble surveying products, including GNSS systems for RTK surveying and robotic total stations

Compensation & Benefits:

- Base Salary Wage (Non-Exempt)
- Work Week: Typical work week is Monday through Friday. Hours can be negotiated and flexible assuming an average 8-hour workday.
- Insurance: Health, dental, and vision insurance, PPO & HSA plan options, and AD&D policy. Details for coverages to be provided. Basic health plan at no cost to employee; combined dental & vision cost of approx. \$33/month & \$7.50/ month respectively. Insurance coverage is effective following the first full calendar month of employment.
- Vacation: As a full-time employee, you are eligible for 20 paid time off ("PTO") days per year. Refer to handbook for full written policy.
- Holiday Pay: Regular salary pay received on the following company holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day
- Payroll Processing: Pay periods run bi-weekly with direct deposit on the Friday after the close of the bi-weekly payroll cycle (Sunday)
- Annual bonus structure based on company and individual performance
- Gross sales commission on high-volume contracts or projects with realized or anticipated income over \$100,000/ year.