



**Underhill Geomatics Ltd.** is a Land Surveying and Geomatics Engineering firm with offices in Vancouver, Kamloops, Vancouver Island, and Whitehorse. In operation since 1913, Underhill continues to provide technologically advanced, flexible, and geomatics solutions within British Columbia, Yukon, Northwest Territories and Nunavut.

We are seeking a **Project Manager** to join our surveying team in our Burnaby, BC office.

**Job Summary:**

As a Project Manager, you will be responsible for overseeing and managing survey projects from initiation to completion. You will lead a team of surveyors and support staff, ensuring project deliverables are met within budget, scope, and timeline. This position requires strong leadership, organizational skills, and a solid understanding of surveying principles and practices.

**Responsibilities:**

- Client Relationship Management: Demonstrate the ability to build and maintain strong client relationships, manage expectations, and deliver exceptional customer service.
- Project Planning: Collaborate with clients and stakeholders to understand project requirements, objectives, and constraints. Develop and manage project plans, including scope, field methodology, budget, schedule, resources, safety, and risk management strategies.
- Team Leadership: Lead and manage a team of surveyors and support staff, providing clear direction, guidance, and support throughout the project lifecycle. Foster a collaborative and high-performance work environment.
- Client Communication: Serve as the main point of contact for clients, maintaining regular communication, addressing concerns, and providing project updates.
- Resource Allocation: Allocate resources effectively, including survey equipment, personnel, and subcontractors, to meet project needs. Coordinate with internal departments to ensure timely availability of resources.
- Project Execution: Oversee project execution, ensuring adherence to surveying standards, best practices, and relevant regulations. Monitor project progress, resolve issues, and implement corrective actions as necessary.
- Quality Control: Conduct thorough reviews of survey data, reports, and deliverables to ensure accuracy, completeness, and compliance with project requirements and industry standards.
- Financial Management: Monitor project budgets, expenses, and project profitability to ensure projects are delivered within approved budgetary limits. Manage change orders, month-end invoices, and accounts receivable.
- Risk Management: Identify and assess project risks and develop mitigation strategies. Proactively manage project risks to minimize their impact on project success.
- Safety management: Provide safety leadership and set safety expectations through briefings and meetings. Provide information about known hazards specific to the job site and more generally. Ensure all appropriate PPE and orientations are provided to workers. Actively review project safety to reduce the risk of safety incidents.



- Documentation and Reporting: Maintain accurate project documentation, including project plans, progress reports, meeting minutes, and change requests. Prepare regular project status reports for stakeholders.
- Continuous Improvement: Identify opportunities for process improvement, efficiency gains, and quality enhancement. Communicate with improvement ideas with your manager.

**Requirements:**

- Education: A diploma or degree in surveying, geomatics, civil engineering, or a related field is preferred.
- 3+ years' Experience: Previous experience working as a Project Manager in the surveying or geospatial industry is highly desirable.
- Surveying Knowledge: Strong understanding of surveying principles particularly within the Lower Mainland, techniques, and equipment.
  - Familiarity with geospatial technology, such as aerial and land-based LiDAR, laser scanners, RPAS-based sensors, and multibeam echo sounders is beneficial.
- Ability to access job sites for field mentoring, client liaison, and safety discussions.
- Driver's License: Valid Class 5 driver's license with a clean driver's abstract.
- Physical Requirements: Ability to work outdoors in diverse weather and terrain conditions.

**Skills:**

- A professional designation such as a BCLS, CLS or PEng., would be considered an asset but not required.
- Proven experience in managing survey projects, including project planning, resource allocation, scheduling, and risk management.
- Excellent leadership skills with the ability to motivate and guide teams, resolve conflicts, and foster a collaborative work environment.
- Effective communication skills, both verbal and written, interacting with clients, stakeholders, and team members. Ability to convey technical information in a clear and concise manner.
- Strong organizational and time management skills to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Strong analytical and problem-solving skills to identify issues, assess alternatives, and implement effective solutions.
- Demonstrated ability to build and maintain strong client relationships, manage client expectations, and deliver exceptional customer service.
- Strong work ethics, integrity, and professionalism.

**Compensation and Benefits:**

Underhill Geomatics Ltd. offers an excellent compensation package commensurate with your experience. We also offer a comprehensive benefits package as below and the opportunity to further develop your abilities working with a great team of professionals.



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- Salary: \$105,000 to \$140,000 per year
- RRSP Matching Program: 5% up to \$7,500 per year
- Extended Health Package
- Health and Wellness Spending account
- Long-term Disabilities Benefits Package
- Cellphone Allowance
- Boot Allowance
- Paid Sick Leaves – 10 days per year
- Professional Dues reimbursement (if applicable)

If you would like to be considered for this opportunity, please forward your resume and cover letter to [HR@underhill.ca](mailto:HR@underhill.ca). We thank all applicants for their interest; however, only short-listed candidates will be contacted.