



## **Surveyor – Northeast Market**

**REPORTS TO:** Sales & Marketing Manager of the Architectural Terra Cotta Division and the Northeast Territory Manager

**POSITION SUMMARY:** Salary - Exempt

**Survey:** Systematically surveying terra cotta replacement on structures that Gladding, McBean has been contracted to replace. Prior to jobsite arrival, the surveyor will become familiar with the scope of work by analyzing the contract and drawings as provided by the lead estimator. The surveyor will develop a systematic approach to the survey work and coordinate the approach with the contractor and building access. With use of a GMcB supplied camera and tape measure, the surveyor will survey the buildings' identified terra cotta replacement pieces and identify fragments that need to be sent to the plant for further analysis by the drafting and project management team. Following the site survey, the surveyor will assemble the information in a logical format and supply the detailed information to the drafting department and plant project manager. This portion of the job description requires OSHA safety scaffold training.

**Assistant Project Manager with AutoCAD:** In addition to the above, this position requires that the individual prepare, maintain, and analyze project schedules for all new and/or existing Projects manufactured in the Architectural Terra Cotta Façade Division. The individual will assist the Terra Cotta Project Management team in daily operations of Project Management including assembling submittals, creating CAD drawings, details and assemblies from rough sketches and physical Terra Cotta samples. Three (3) years minimum experience in AutoCAD is desired. Experience with Autodesk Inventor is desired but not required.

This position requires the individual to interface with all Personnel and Project contacts that are required to properly prepare Project Cost Proposals and/or Estimates and to maintain Project Schedules.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Survey:**

- Prior to building survey, become familiar with the scope of work and the elevations and location
- Coordinate with the contractor on building access
- Travel to the site
- Climb scaffolding or safely scale building on man lift or swing staging
- Measure, Photograph, and document replacement terra cotta pieces
- Items that have a unique profile, the surveyor may have to utilize AutoCAD to draw and convey elements to the GMcB drafting department

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**Specifications:** Review and understand all project specifications and all related contract documents associated with the project specifications required to prepare accurate cost proposals, contract amendments, and/or change orders.

**Discrepancies:** Identify all discrepancies between Contract Specifications and specifications GMcB's product specifications.

**Report:** Assemble the data in a logical and systematic manner and supply to the project manager.

**Coordination:** Coordinate with the drafting department any additional survey information that would be needed to complete the shop drawings

**Intercommunications:** Interface with Sales and Drafting, and Project Management on a daily basis.

**Sales:** Attend functions and / or seminars related to historical preservation

**Safety:** Comply with all company and OSHA safety rules and regulations for in plant and on project site.

**Miscellaneous:** Duties or responsibilities assigned from time to time may change as driven by client demands and/or from Division requirements within Gladding McBean.

### **QUALIFICATIONS:**

**Education:** Prefer individual with a degree with an emphasis in architecture, preservation, or construction

Working knowledge of Excel, WORD, and AutoCAD or similar CAD programs

High School diploma or equivalent accredited certification of completion.

**Experience:** A minimum of five (5) years of estimating experience related to construction materials and/or survey. Experience in construction sales or contracting sales is a plus.

**Communications:** Excellent verbal and written English skills.

**Plans, Details, & Specifications:** Requires individual to have excellent plan and specification reading and/or reviewing skills with emphasis in recognizing detailed information within the plans to identify project scope.

Individual must be able to visualize three (3) dimensional objects compiled from two (2) dimensional views and/or information within the contract documents.

**Costing, Stock, & Inventory:** Must be able to track the survey hours and stay within budgeted amount of time.

**Travel:** Must have the ability to visit job sites and obtain information needed to prepare shop drawings and/or estimates as required by Contract or Project.

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### **PHYSICAL ABILITIES and/or DEMANDS:**

The physical abilities and/or demands described herein are representative of those that could be encountered on a daily basis to successfully perform the essential functions of this job.

#### **Mobility:**

**Mobility:** Must be mobile and able to observe project condition and/or façade fragments removed from buildings for observation.

**Lifting:** Lift objects to observe conditions and physical characteristics such as condition and geometry

**Scaffolding:** Ability to climb scaffolding / swing stage

Travel: Travel to Project site

### **WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those an individual encounters while performing the essential functions of this job. The majority of work performed by this individual will be in the field and own office. However, there are opportunities where the following could be encountered.

**Exposure:** The working environment is within a manufacturing facility with mining operations nearby, and as such there is exposure to airborne clay particles and associated dust particles from the mining and manufacturing processes.

**Elements:** In addition, the individual could be exposed to both indoor and outdoor conditions determined by the mobility requirements for each Project.

**Noise:** Due to the manufacturing and mining process there would be exposure to moderate noise levels for short durations while traversing through the manufacturing and/or mining facilities while outside of the office environment.

Interested applicants can send their resume to:

[GMB.Marketing@gladdingmcbean.com](mailto:GMB.Marketing@gladdingmcbean.com)

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