

Cripe Architects + Engineers is marking its 73rd year as one of the leading consulting firms in the State of Indiana. As a minority-owned, Indianapolis-based design firm, Cripe provides Architectural Design, Interior Design, Civil Engineering, Transportation Engineering, Master Planning, Land Surveying, Construction Layout, Geographic Information Systems and Owner's Representation services to its clients. Its work spans all industries but concentrates in the Health Care, Education, Government/Municipalities, and Commercial markets. Headquartered at 3939 Priority Way South Drive, also has offices in Carmel, Fort Wayne and Evansville. Cripe Architects + Engineers has been repeatedly honored as one of the "Best Places to Work" by the Indiana Chamber of Commerce.

We at Cripe Architects + Engineers are passionate about the work we do, whether it is creating architectural drawings for new kindergarten classrooms for a school corporation, working on equipment specialization for a new hospital, providing GIS services to a local municipality, designing a stormwater best management practice (BMP) for a developer, or surveying roadways and intersections.

Without question, the most important factor in our success is the quality people that comprise the Cripe team. Cripe is seeking a talented professional to join our progressive and successful team in the position of Professional Services Director (PSD) of Survey. As part of the Senior Management Team, this position reports directly to the President/COO.



The **Professional Services Director** is responsible for the technical, functional and creative quality of the deliverable product by providing indirect design input and quality control functions to managers in a comprehensive effort to assure completeness, accuracy, and a high level of creative problem solving approaches. Responsibilities also include staff development and allocation of professional resources toward client service objectives. Active input regarding organizational initiatives relative to the impact on staff performance and perceptions is crucial. This individual is the link between professional staff and executive management **coordinating and directing professional effort with Client Service Directors to inform, manage and meet client service commitments.**

Responsibilities include:

- Directs Field and Office Survey Staff to prepare, review and monitor field surveys to ensure the work conforms to specifications, budget and schedule; evaluate progress and procedures; complete status and progress reports in accordance with project and contracts.
- Assists in and directs the preparation of proposals and contracts.
- Hires, directs and motivates staff and subcontractors engaged in planning and executing work procedures.
- Assigns staff to specific projects.
- Monitors project staffing assignments and project budgets.
- Interprets specifications and company policies to subordinates and/or contractors and enforces safety regulations. Analyzes and resolves work problems.

- Develops, updates, and improves service area processes, standards, and procedures manuals. Ensures compliance with standards and procedures.
- Performs quality control of all survey documents, including survey plans, record plats, descriptions, and review of title commitment reports.
- Performs financial management of survey projects including proposal preparation, billing reports, invoicing and collections.
- Survey boundary analysis and computations of ALTA, topography, utility and roadway surveys utilizing AutoCAD release 2004 and 2006 with Land Development Desktop modules.
- Assists in training and management of survey department field crews, CAD technicians and support staff.
- Schedules and coordinates between other departments and companies.

Required Knowledge, Skills and Abilities:

- Bachelor's Degree in Surveying or related field. Licensed Land Surveyor (Indiana). Candidate must have the technical proficiency in established survey practices, procedures and techniques as well as applicable local, state and federal codes.
- Candidate should have at least 8 years of related experience
- Excellent verbal and written communication skills.
- Excellent organizational, multi-tasking, follow-up and time management skills.
- Self starter with the ability to work independently and as team
- Coaching/mentoring experience with less senior staff
- Project teaming and collaboration experience with multiple entities
- Familiarity with a wide range of equipment, tools, and materials associated with survey projects.
- Strong communication skills; thorough and attentive to details; able to prioritize and multitask; proactive and deadline-oriented.
- Ability to read and understand construction plans, work orders, safety rules, operating and maintenance instructions and procedure manuals.
- Ability to interact effectively with multi-discipline customers, vendors and employees at all levels of the organization.

Compensation: Excellent compensation and benefits package. Benefits include medical/dental/vision insurance, 401k profit sharing plan, company paid short /long term disability and life insurance, continuing education support and bonus programs. **Cripe Architects + Engineers** is committed to its employees and provides programs which promote career development, wellness and a good life/ work balance.

To apply: Please send resume and cover letter to careers@cripe.biz.

Cripe Architects + Engineers is an Equal Employment Opportunity Employer.
www.cripe.biz