



Job Description

Job title	Commercial Layout Manager
Reports to	Commercial General Superintendent

Job Purpose

Oversee and manage the commercial layout function and crew, ensure document control, manage layout crew dispatch, CAD prep and scrubbing, layout technician training, equipment inventory and maintenance, ensuring layout team accuracy and project success.

Duties and Responsibilities

- Act as “First-In-Command” on projects pertaining to layout responsibilities.
- Oversee, develop and implement, in conjunction with the Project Superintendent, a project-specific layout plan for all projects with varying work scopes.
- Hire, train and develop new layout technicians.
- Manage layout crew performance, conducting audits to ensure accuracy, developing technical skills that are in alignment with current industry standards.
- Develop and maintain a training plan for team members while enhancing the opportunity for growth
- Meet with customers as necessary to obtain all information required for projects.
- Establish project survey and base layout control and benchmarks
- Perform CAD design work associated with all commercial projects and distribute to crew members accordingly.
- Establish procedures and processes as necessary to ensure quality within each project, timeliness of completion and scope and expectations are met.
- Maintain required project documentation such as Plans (with approved changes) specifications, as-buids, shop drawings, samples, inspections, test reports, meeting minutes, and daily logs
- Schedule and dispatch layout crew members, managing their work flow
- Develop and maintain technical knowledge and advancements of all Rusin owned layout equipment and assist with the auditing of all layout equipment
- Maintain all equipment in good working condition and report any necessary maintenance, repairs or upgrades required to upper management.
- Back-up layout technicians as necessary.
- Correct unsafe conditions immediately by coordinating with the Site Superintendent
- Assist with all project closeout requirements as needed
- Perform other duties as necessary.

Qualifications

Valid driver’s license is required and as well as maintaining a clean driving record that is acceptable to qualify for insurance coverage as required by Rusin’s insurance provider.

Qualifications include:

- 3-5 Years' experience in land surveying or total station layout
- Previous CAD experience
- 3-5 years' experience in the construction industry
- Ability to read and interpret construction documents
- Able to take direction from supervisors
- Ability to problems solve and/or ask for help or direction
- Able to adapt to evolving and changing environment "on the fly"

Working Conditions

This job may require periodic Saturday work, overtime and extended hours. Work may be performed in hot or cold work environments and this individual should be prepared for those conditions with personal clothing appropriate for the changing environmental conditions. Much of this work is performed outdoors and there will also be some periods of indoor "desk" work requiring sitting for extended periods of time.

Physical requirements

Job requires physical ability to move and set-up equipment, sitting for extended periods of time, lifting up to 40 lbs.

Direct Reports

Layout Specialists

Salary Pay Range: \$90k - \$115k DOE

Discretionary Bonus

401k & Profit Sharing Program

Health Insurance

PTO and Holiday Leave