



GPS Survey Specialist

Company Overview

Founded in 1979, Total Turf Golf Services is celebrating our 40th year in business. Our company was built on the Core Values of Integrity, Quality, Safety and Care. A Certified Golf Course Builder through the GCBAAsince 1998, the name Total Turf Golf Services has become synonymous with excellence in the golf industry. With office locations in Huntingdon Valley, PA, Fraser, CO and Jacksonville Beach, FL, Total Turf Golf Services specializes in Golf Course Construction, Renovation and Restoration throughout the United States.

Job Overview:

Total Turf Golf Services is looking to add the position of GPS Survey Specialist to our team. Individual must be a self-starter with the desire and willingness to succeed. Individual should also have the ability to multitask, exhibit exceptional time management skills, and write analytically and effectively. Individual should also thrive in the intersection of field and office work. Prior Construction and/or Survey experience preferred but not required. Knowledge of AutoDesk CAD suite is a must.

Job Description:

Field & Office Integration

- Collect and process field data for **construction layout, grading, utilities, and as-built verification.**
- Set up, operate, and troubleshoot **GPS, robotic total stations, and data collectors.**
- Work alongside survey crews to ensure accurate data capture and seamless coordination between field and office.

Drafting & Documentation

- Build and process job files in **AutoCAD Civil 3D**, including surfaces, alignments, and points.
- Draft final deliverables — including **as-built/record drawings, construction layout maps, and control plans** — with minimal supervision.
- Maintain project organization and CAD standards as directed by the **Project Coordinator.**

Collaboration & Communication

- Interpret construction plans, elevations, and specifications to ensure data accuracy.
- Communicate effectively with field crews, engineers, and project managers to resolve discrepancies.
- Support survey department initiatives to improve efficiency and accuracy in data workflows.

Other Duties

- Keep accurate inventory of survey equipment onsite at various project locations as well as ensure proper working condition
- Assist **Project Coordinator** and **Operations Managers** in Bid Estimating and Project Takeoffs
- Review and Understand all Project Specifications, Bid Documents and Construction Plans
- Attend Pre-Bid Meetings and Architect Site Visits, on occasion



Job Requirements:

- Entry Level; No prior work experience but must have experience in **AutoCAD**; Autodesk Civil3D preferred
- Excellent Written and Oral Communication Skills
- Critical Thinker and Problem Solver
- Valid Driver's License with Clean Driving Record
- Ability to travel as needed

Please submit resume and cover letter to:

Kyle Likely- kylel@totalturfservices.com
Project Coordinator