



## Birmingham Water Works Job Description

**Job Title: Engineering Land Surveyor  
- 360**

**Department:Engineering**

**Reporting Relationship: Chief Engineer**

**Exempt Status: Exempt**

**Grade: 39**

### **General Responsibilities:**

To plan, organize and implement survey projects to have all BWWB properties surveyed and marked. This includes bulk properties, right-of-ways, easements, tank lots and out-parcels. To aid other departments by providing surveying needs.

### **Essential Job Functions:**

1. Plans and assigns work, reviews and evaluates performance of subordinate Professional Land Surveyors.
2. Plan and coordinate the work of survey crews and related staff regarding land surveying and property issues.
3. Interviews, makes hiring and promotional recommendations, and performs disciplinary actions for the Land Surveying Division.
4. Plan, make recommendations, coordinate, and review the work completed by outside survey firms, and other related contractors.
5. Plans the fieldwork and selects known survey reference points to determine the precise location of all important features in the survey area.
6. Prepare plats, maps, reports and legal descriptions of survey findings.
7. Prepare extensive records and data logs of survey projects.
8. Research public records, maps, deeds, and legal descriptions to determine property ownership.
9. Maintains survey equipment and prepares specifications for necessary for the purchase of new equipment.
10. Writes legal descriptions and prepares plats and maps of easements, right of ways and property parcels. Verify the accuracy of the data, prepare the plat, and records the results of the survey.
11. Coordinates with engineers the needed information to design various Water Works projects such as, pipelines, pump stations, and pressure reducing stations.

12. obtains field data, elevations and topography, plots sketches to assist in calculating and planning, performs field and office calculations.
13. Supervise the setting of land boundaries and GPS monuments.
14. Knowledge of appraisals, preparation acquisitions, negotiations and Real Estate.
15. Generate maps of surveyed properties or equivalent.
16. Acquires real property, rights-of-way, and easements for the purpose of building Water Works Projects.
17. Make presentations to the Birmingham Water Works Board.
18. Report project status to Land Administrator.
19. Perform other duties as assigned.

**Minimum Qualifications:**

**Education:**

Bachelor's Degree in Engineering/Mathematics or related field required.

**Experience:**

Ten (10) years post licensure experience with five (5) years in a supervisory role Five (5) years of experience in real estate practices, including appraisal processes, mapping, deeds and legal descriptions required. Knowledge of survey equipment (Total Station and GPS Systems) required. Experience in environmental management preferred. Must have excellent communication skills in dealing with the public. Participation in industry related organizations such as Alabama Society of Professional Land Surveyors, or National Society of Professional Surveyors.

Knowledge of laws and codes, methods, principles and practices related to land surveying and experience including:

- ALTA/ACSM standards
- Architectural and engineering principles and practices applied in the location, design, inspection and construction of Water Works projects.
- Current developments and literature in the field of Land Surveying
- Survey instruments and their proper use.
- Ability to determine property ownership from research of plat books, deeds, and maps.
- Ability to use handheld calculators, data collectors, and personal computers as they relate to land surveying.
- Ability to perform complex mathematical calculations related to land surveying.
- Ability to read and interpret civil engineering plans, maps, and specifications.
- Ability to maintain and complete accurate files and records.
- Ability to supervise and instruct subordinates in a proper and safe works method.
- Ability to establish and maintain effective working relationships with subordinates, supervisors, and the public.
- Ability to communicate clearly and effectively, both orally and in writing.

**Supervision:**

2 – 5 Employees Directly

**Certificates, Licenses, Registrations:**

Valid Alabama Driver's License  
Alabama Professional Surveyor License

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Managing People**

- Includes staff in planning, decision-making, facilitating and process improvement;
- Takes responsibility for subordinates' activities;
- Makes self available to staff;
- Provides regular performance feedback;
- Develops subordinates' skills and encourages growth;
- Solicits and applies customer feedback (internal and external);
- Fosters quality focus in others;
- Improves processes, products and services;
- Continually works to improve supervisory skills.

**Design**

- Generates creative solutions;
- Translates concepts and information into images;
- Uses feedback to modify designs;
- Applies design principles; Demonstrates attention to detail.

**Technical Skills**

- Assesses own strengths and weaknesses;
- Pursues training and development opportunities;
- Strives to continuously build knowledge and skills;
- Shares expertise with others.

**Delegation**

- Delegates work assignments;
- Matches the responsibility to the person;
- Gives authority to work independently;
- Sets expectations and monitors delegated activities;
- Provides recognition for results.

**Planning/Organizing**

- Prioritizes and plans work activities;
- Uses time efficiently;
- Plans for additional resources;
- Sets goals and objectives;
- Organizes or schedules other people and their tasks;
- Develops realistic action plans.

**Quality**

- Demonstrates accuracy and thoroughness;
- Looks for ways to improve and promote quality;
- Applies feedback to improve performance;
- Monitors own work to ensure quality.

**Quantity**

- Meets productivity standards;
- Completes work in timely manner;
- Strives to increase productivity;
- Works quickly.

**Safety and Security**

- Observes safety and security procedures;
- Determines appropriate action beyond guidelines;
- Reports potentially unsafe conditions;
- Uses equipment and materials properly.

**Physical Demands:**

Walking various distances in varying terrain 70% of the time. May be required to bend, stoop, climb, etc in order to accomplish surveying tasks.

**Working Environment:**

Quiet; (examples: Library, Private Offices).  
Outside exposed to extreme hot/cold and or wet weather conditions.

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