

**BALDWIN COUNTY**  
invites applications for the position of:

**Survey Manager - Baldwin County Commission**

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**SALARY:** \$22.67 Hourly

**OPENING DATE:** 03/12/21

**CLOSING DATE:** 03/26/21 11:59 PM



This position performs various land surveying, Geographic Information Systems (GIS), and other duties including, but not limited to, highly technical, administrative, and field survey work. Assists various sections in production and management of the County's surveying and GIS program. Position receives general direction on most assignments and must use their own initiative to create effective solutions related to boundary lines, right of way, easements, construction surveying, and GIS.

*This position requires driving as an essential function of the position. For Baldwin County driving requirements, please see the following link: [Driver Qualifications](#). Successful applicants must be at least 20 years old, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and will be subject to a pre-employment drug test and physical.*

**ESSENTIAL JOB FUNCTIONS:**

1. Performs various types of surveys (boundary, topographic, easement, right of way, etc.), deed research, and mapping to support specific projects and other staff.
2. Ability to perform in a production environment, schedule, and manage both office and fieldwork to satisfy project timelines.
3. Process field data and develop ArcGIS mapping and database entry of collected survey data as well as develop computerized 3D surfaces in in ArcGIS or CAD software, such as Microstation and Inroads.
4. Accurately determine and stake out right-of-way limits.
5. Assist with preparing legal documents for property subdivisions, right of way, and land acquisitions by the County.
6. Conduct field surveying for GIS asset inventories (pipes, box culverts, guardrail, etc.)

**EDUCATION AND EXPERIENCE:**

1. Possess a valid driver's license.
2. Minimum of four (4) years' experience in running a survey crew for boundary, construction and topographic surveys.
3. Graduation from a standard high school and successful completion of college coursework from a two (2) or four (4) year institution related to surveying, GIS, or engineering.
4. Experience in conducting surveys on roads and bridges and in preparing documents and plan preparation.
5. Experience with ESRI ArcGIS software products preferred.
6. Trimble GPS and Microstation (Inroads) experience a plus.

**Other Characteristics**

1. Willing to travel to training sessions, meetings and seminars on public works.
2. Willing to work non-standard hours as necessary.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Excellent verbal communication skills (listening and speaking) to meet with the public, communicate effectively with supervisors, co-workers and other personnel, and to maintain effective working relationships with all staff.
2. Ability to perform various types of surveys, ask for information and instructions, and communicate effectively via phone, email, and in person.
3. Math skills to calculate area and volume of road and bridge drainage, earthwork, base, pave and maintenance; knowledge of math formulas, trigonometry and geometry for field surveying.
4. Writing skills to take field notes and produce written documentation of projects.
5. Reading skills to understand and interpret Alabama Highway Standards Specifications memoranda, blueprints, plat, and property descriptions.
6. Adherence to the Standards of Practice for Surveying in the State of Alabama.
7. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
8. Ability to use total station, level, calculator, GPS and data collector.
9. Ability to exercise independent judgment and initiative in planning and implementing work.
10. Knowledge of rules and regulations regarding safety.
11. Thorough understanding and competency of Geographic Information Systems (GIS).
12. Ability to understand and follow complex written instructions.

## **Physical and Other Characteristics**

1. Understand and respond accordingly to verbal communications or oral instructions, carry on a conversation with the public and other staff; hearing aids are acceptable.
2. See well enough to read fine print and numbers accurately on a computer monitor or on a printed document without transposition, operate advanced measurement instrumentation, and operate a motor vehicle.
3. Strength and sufficient body movement to conduct field surveys, lift objects, use hand tools, and operate a motor vehicle.
4. Ability to work outdoors in hot or cold weather while navigating rough terrain.
5. Ability to lift up to 100 lbs (such as manhole covers, etc.)
6. Ability to bend, stoop, crawl, climb hills or ditches, and stand for long periods of time.

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Baldwin County Commission and Baldwin County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, citizenship or veteran status in employment. It is the intent of the Baldwin County Commission and Baldwin County Sheriff's Office to guarantee equal opportunity to allow disabled employees a bias-free work environment. Baldwin County Commission and Baldwin County Sheriff's Office, upon request, will provide reasonable accommodation in compliance with the ADA. Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during the application, testing, and interview process.

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