

Title: <b>Land Surveyor II</b>	Effective Date: October 18, 2010	Grade: XVII	Job Category: Professional
Prior Title: Staff Senior Land Surveyor	Prior Effective Date: August 24, 2007	Grade: XVII	Page: 1 of 1

### CHARACTERISTICS OF WORK

This position is responsible for the planning and execution of land surveys required for acquiring land by fee title for the Department. This position will also be the liaison with the Right of Way Division to review plats and deed descriptions.

### EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Plan and ensure the execution of land surveys; compile and analyze data.
- Assist in performing administrative work involving personnel.
- Develop and administer contracts with outside consulting firms for Land Surveys and Title Services for the acquisition of highway rights of way.
- Schedule projects and coordinate the activities of the Department's land survey crews and consulting firms for performing parcel surveys and right of way monumentation.
- Prepare scopes of work, agreements, etc., and review progress of ongoing surveys by Department land surveying crews and consultants.
- Keep land survey crew chiefs and consultants updated as to new requirements, techniques, etc.
- Provide extensive support to land survey crew chiefs and consultants related to the surveying and CADD software used by the Department.
- Assist in solving problems encountered in boundary disputes, etc.
- Review and/or supervise the reviewing of plats and deeds prepared by the Right of Way Division and/or by consultants.
- Update affected Right of Way personnel as to new legal requirements, etc. needed in the preparation of plats and descriptions.
- Train other professional and pre-professional field and office personnel.
- Assist the Staff Surveyor.

### MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in land surveying or related field, and possession of a current *Arkansas* license to practice professional surveying. Three years experience as a Land Surveyor I or equivalent position. Extensive knowledge in the use of computer systems, surveys related data collection, and CADD systems currently used by the Department. Statewide travel as directed by the Staff Land Surveyor or the Division Head. Ability to train others in the land survey requirements of the State of Arkansas and the Department. Valid driver's license. Ability to effectively communicate with the public.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*