

Title: Surveys Aide I	Effective Date: May 11, 2012	Grade: VI	Job Category: Skilled Craft
Prior Title: Surveys Aide I	Prior Effective Date: June 22, 2011	Grade: VI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for assisting and working with other members on a survey crew. Work will require contact with the public.

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.

- Clean and care of survey equipment.
- Clean and service survey vehicles.
- Use hand tools such as sledge, axe, chainsaw, kaiser blade, shovel, etc.
- Clear brush for view, climb trees to trim limbs.
- Carry and use level rod, range pole, sighting pole and prisms for obtaining required survey data.
- Set up safety equipment and flag traffic when necessary.
- Traverse rugged terrain including, but not limited to, bluffs, creeks and streams, brush and timber, fences, etc.
- Carry sign posts, reinforcing bars, and other materials.
- Measure distances and record basic survey data.
- Train in the operation of survey instruments, automated electronic data collection, calculators and GPS equipment.
- Keep track of expenses and prepare individual expense reports.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Experience as Surveys Helper or similar position. The Division Head of Surveys may grant an applicant with educational courses in engineering or surveying additional creditable experience for his/her education. Survey Intern (SI) certification preferred. Work experience with hand tools, etc. Basic knowledge of math. Basic knowledge of the function of a survey crew and familiar with survey instruments and basic survey terminology. Basic knowledge of computers and technology as related to surveying. Ability to read and understand highway plans and topographic maps. Basic knowledge of survey data collection. Valid driver's license. Constant statewide travel. Constant statewide travel for this position means overnight travel three or four nights per week, 52 weeks per year with reimbursement for expenses.

("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.)

