

Title: <b>Surveys Aide II</b>	Effective Date: May 11, 2012	Grade: VII	Job Category: Technician
Prior Title: Surveys Aide	Prior Effective Date: June 22, 2011	Grade: VII	Page: 1 of 2

*CHARACTERISTICS OF WORK**APPLICABLE TO SURVEYS FIELD POSITION:*

Under direct supervision, this position is responsible for measuring distances and traversing across various terrains to gather accurate information detailing land characteristics. This position will assist and work with other members on a survey crew. Work will require contact with the public.

*APPLICABLE TO SURVEYS OFFICE POSITION:*

Under direct supervision, this position is responsible for the compilation of topographic, planimetric, and elevation details using current remote sensing methods from photogrammetry and high definition scanning (HDS) datasets.

*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.

*APPLICABLE TO SURVEYS FIELD POSITION:*

- 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.
- 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.
- Use survey instruments, calculators, automated electronic data collectors, and GPS equipment.
- Keep track of expenses and prepare individual expense reports.
- Train in reading and plotting land descriptions (land survey crew only) and the use of computers.

*APPLICABLE TO SURVEYS OFFICE POSITION:*

- Operate current generation of computers, electronic data collector, and computer aided design and drafting (CADD) and photogrammetric workstations.
- Operate the Department's high precision photo scanner.
- Produce maps that conform to national accuracy standards.
- Interpret and utilize aerial imagery provided by the Department.
- Assist in the preparation of various types of maps, charts and graphs as needed.
- Use desktop computer for data processing, coordinate geometry computations, and computer aided design and drafting (CADD).
- Compile survey field, photogrammetric, and HDS point cloud data into combined topographic and digital terrain model (DTM) for AHTD design divisions.

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*MINIMUM REQUIREMENTS*

*APPLICABLE TO SURVEYS FIELD POSITION:*

The educational equivalent to a diploma from an accredited high school. Experience as Surveys Aide I 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 proficient with survey instruments and survey terminology. Proficient use of computers and technology as related to surveying. Ability to read and understand highway plans and topographic maps. Working knowledge of survey data collection. Basic knowledge of survey measurement computation and analysis. 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.

*APPLICABLE TO SURVEYS OFFICE POSITION:*

The educational equivalent to a diploma from an accredited high school. The Division Head of Surveys may grant an applicant with educational courses in engineering or surveying additional creditable experience for his/her education. Working knowledge of photogrammetric compilation and mapping, perspective projection, aerial photography, photographic interpretation, land surveying and national map accuracy standards. Ability to see stereoscopically preferred. Survey Intern (SI) certification preferred. Working knowledge of survey practices and principles. Proficiency in plan reading. Ability to perform mathematical calculations as related to control and engineering design surveys. Working knowledge of current computer aided design and drafting (CADD) graphics design software. Familiarity with Microsoft Access, Excel and Word. Valid driver's license. Available for occasional overnight statewide travel.

*("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.)*

