

Title: <b>Surveys Helper</b>	Effective Date: May 11, 2012	Grade: V	Job Category: Service-Maint.
Prior Title: Surveys Helper	Prior Effective Date: August 23, 2010	Grade: V	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under direct supervision, this position is responsible for assisting and working with all survey crew members. 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, fences, bluffs, brush and timber, creeks and streams, etc.
- Carry sign posts, reinforcing bars and other materials.
- Train in the operation of survey instruments.
- Keep track of expenses and prepare individual expense reports.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Work experience with hand tools, etc. Ability to traverse rugged terrain and water and work in an outdoor environment. Ability to carry 50 pounds of equipment and supplies for an extended period of time. Basic knowledge of math. Experience or education in one or all of the following is preferred: the educational equivalent to an associate's degree from an accredited college or university in surveying or related field or equivalent experience; trigonometry and/or geometry, land or engineering surveying, and the use of computers. The Division Head of Surveys may grant an applicant to count additional experience for educational courses in engineering or surveying and for other qualifying experience in surveying. 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. Valid driver's license.

*("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.)*

