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| Title: Surveys Office Technician | Effective Date: May 11, 2012 | Grade: XI | Job Category: Technician |
| Prior Title: Surveys Office Technician | Prior Effective Date: October 12, 2007 | Grade: XI | Page: 1 of 1 |

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for assisting the Staff Surveys Engineer in receiving, editing and transmitting field survey data and performing survey calculations for field survey parties.

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.

- Operate computers, electronic data collector, and computer aided design and drafting (CADD) workstation.
- Keep track of expenses and prepare individual expense reports.
- Use laptop and desktop computer for data processing, coordinate geometry computations, and computer aided design and drafting (CADD).
- Compile processed data from SDMS into CAiCE Survey CADD software.
- Compile data from CAiCE to the Inroads design software.
- DTM compilation for submittal to Roadway Design and State Aid Design.
- Compile land survey data for submittal to the Right of Way Division.
- Plot survey data on plan sheets.
- Assist the Staff Surveys Engineer in providing survey calculations and other survey information to field survey parties.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Working knowledge of survey practices and principles. Proficiency in plan reading. Ability to perform mathematical calculations as related to roadway surveys and to operate computers and CADD workstations efficiently. Proficient use of survey instruments, calculators, automated electronic data collectors. Experience in assisting Survey Crew Chief in training and supervision of surveys crew members. Proficient in reading and plotting land descriptions. Knowledge of the functions of a survey field crew. Two years experience processing raw field data via SDMS Processor to compute coordinates and to determine survey accuracy. Knowledge of basic trigonometric functions. Proficient use of GPS equipment for RTK surveys. Six months experience with storing and retrieving data on EDM. Ability to create surface models using Inroads software. Ability to generate plots and data required for additional surveys or for right of way taking. Six months experience using Microstation. Three years experience with reconnaissance and field ties for land surveys. Two years experience with land survey calculations.

("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.)

