

Title: <b>Surveys Specialist</b>	Effective Date: May 11, 2012	Grade: XV	Job Category: Technician
Prior Title: Surveys Specialist	Prior Effective Date: October 18, 2010	Grade: XV	Page: 1 of 2

*CHARACTERISTICS OF WORK*

When performing duties of Land Survey Specialist, this position is responsible for directing, supervising, and controlling a land survey party to ensure complete and accurate surveys; OR, when performing duties of Geodetic Survey Specialist, responsible for directing, supervising, and controlling a geodetic control survey party to ensure complete and accurate surveys.

*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 LAND SURVEYS:*

- Plan, supervise, and conduct land surveys, as well as roadway, bridge, and photogrammetric control surveys.
- Perform all computations necessary using computers and related coordinate geometry software to define land ownership of record.
- Prepare worksheets showing field work for use by the right of way technicians for the preparation of plats and deeds; indicate areas of gaps, overlaps, and discrepancies in record title lines and possession lines.
- Perform all fieldwork to meet minimum standard as set by state law.
- Train and maintain a competent survey crew.
- Maintain records for payroll, expenses, vehicles, and equipment.

*APPLICABLE TO GEODETIC SURVEYS:*

- Plan, supervise, and conduct geodetic control surveys utilizing the Department global positioning system (GPS), from session planning through computer computations, for the establishment of state plane coordinates.
- Set and reference GPS control monuments for inclusion in the Department state plane coordinate data base.
- Monitor new techniques and procedures used and make recommendations for changes in and/or for upgrading the geodetic system.

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*APPLICABLE TO GEODETIC SURVEYS, CONTD:*

- Plan, supervise, and conduct roadway, bridge, and photogrammetric control surveys.
- Train and maintain a competent survey crew.
- Obtain hydraulic information and locate and reference existing land corners as required.
- Maintain records for payrolls, expenses, vehicles, and equipment.

*MINIMUM REQUIREMENTS*

The educational equivalent to bachelor's degree from an accredited college or university in surveying, OR the educational equivalent to a diploma from an accredited high school, and;

(A) Survey intern (SI) with six or more years experience in highway route surveying and/or land surveying of a character indicating to the Division Head of Surveys that the applicant may be competent at this position. The Division Head of Surveys may grant an applicant with educational courses in engineering or surveying up to two years experience for his/her education, OR;

(B) Ten or more years experience, of which at least five years are at a Surveys Crew Chief level or above, in highway route surveying and/or land surveying of a character indicating to the Division Head of Surveys that the applicant may be competent at this position. The Division Head of Surveys may grant an applicant with educational courses in engineering or surveying up to two years experience for his/her education.

When performing duties of Land Survey Specialist:

Current *Arkansas* license to practice professional surveying. Extensive background and proficiency in use of the Department's automated survey data collection system and use of computer-aided drafting (CAD) and coordinate geometry. Constant statewide and overnight travel. Valid driver's license.

When performing duties of Geodetic Survey Specialist:

Extensive knowledge and use of GPS and other techniques used in geodetic work. Extensive background and proficiency in the use of the Department's automated survey data collection system and use of computer aided drafting (CAD) and coordinate geometry. Constant statewide and overnight travel. Valid driver's license.

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.)*

