

Title: Surveys Technician II	Effective Date: June 22, 2011	Grade: XI	Job Category: Technician
Prior Title: Surveys Technician II	Prior Effective Date: October 18, 2010	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for assisting a survey crew in conducting all phases of surveys for highway locations, bridge, land, and control surveys. This position will work with and assist in the training of other members on the 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.

- Proficient use of survey instruments, calculators, automated electronic data collectors, GPS equipment, and computers.
- Keep track of expenses and prepare individual expense reports.
- Use lap top computer for data processing, coordinate geometry computations, and computer aided design and drafting (CADD).
- Plot survey data on plan sheets.
- Assist Survey Crew Chief in training and supervision of survey crew members.
- Proficient in reading and plotting land descriptions (land survey crew only).

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in surveying or related field, or:

- (A) Two years experience at the Surveys Technician I level or above; OR,
- (B) Five or more years experience, of which one year is at the Surveys Aide III or equivalent, 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 additional creditable experience for his/her education.

Survey Intern (SI) certification preferred. Knowledge of survey principles and practices, and proficiency in calculations for highway route locations and parcel surveys. Proficiency in reading, understanding, and plotting land descriptions. Proficiency in understanding, care, and operation of high-tech survey equipment and survey terminology. Knowledge of the functions of a survey crew. Proficient use of computers and technology as related to surveying. Extensive knowledge of survey data collection. Extensive knowledge of survey measurement computation and analysis. Ability to train and supervise others. Valid driver's license. Available for constant overnight 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.

The ability to interrupt and apply the AHTD Survey policies and procedures as outlined in the AHTD Surveys Manual, AHTD Personnel Manual, and AHTD Safety Manual. These manuals are available for download from the internet at www.arkansashighways.com/manuals/manuals.aspx.

("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.)