

Title: Land Surveyor	Effective Date: June 19, 2021	Grade: XVI	Job Category: Professional
Prior Title: Land Surveyor	Prior Effective Date: June 24, 2017	Grade: XV	Page: 1 of 2

CHARACTERISTICS OF WORK

Under the direction of the surveys staff, this position is responsible for assisting in the research, planning, coordination, and execution of boundary survey work.

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 Department of Transportation is an "at will" employer.

EXAMPLES OF WORK APPLICABLE TO SURVEYS FIELD POSITION

- 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.

EXAMPLES OF WORK APPLICABLE TO SURVEYS OFFICE POSITION

- Assist Surveys Division staff in the research and coordination of survey projects; compile and analyze data.
- Answer technical questions regarding problems and procedures related to data collection, preparation of parcel worksheets and survey plats.
- Monitor new techniques and procedures used and make recommendations for changes or upgrades to current procedures.
- Provide training to Department survey crews and consultants related to the surveying and CADD software used by the Department.
- Assist in the review of plats and deeds prepared by the Right of Way Division and/or consultants.
- Assist in the preparation of scopes of work, agreements, etc., and in the review of the progress of ongoing surveys by Department crews and consultants.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in land surveying or related field, OR an associate’s degree from an accredited college or university in land surveying or related field and two years of experience at a Surveys Crew Chief Level or above, or equivalent experience.

Knowledge, skills and abilities:

Extensive knowledge in the use of computer systems, surveys related data collection, coordinate geometry, and CADD. Ability to train others in the land survey requirements of the State of Arkansas and the Department. Ability to effectively communicate with the public.

Title: Land Surveyor	Effective Date: June 19, 2021	Grade: XVI	Job Category: Professional
Prior Title: Land Surveyor	Prior Effective Date: June 24, 2017	Grade: XV	Page: 2 of 2

Working conditions:

Statewide and overnight travel as directed by supervisory staff.

Licenses, registrations and certifications:

Possession of a current Arkansas license to practice professional surveying. Valid driver's license.

ADDITIONAL MINIMUM REQUIREMENTS FOR SURVEYS FIELD POSITION

Constant statewide travel. Statewide travel for this position may mean 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.)