

Title: <b>Surveys Aide</b>	Effective Date: June 19, 2021	Grade: VI	Job Category: Technician
Prior Title: Surveys Helper; Surveys Aide I, II, III	Prior Effective Date: July 1, 2013	Grade: V, VI, VII, IX	Page: 1 of 2

***CHARACTERISTICS OF WORK***

***APPLICABLE TO SURVEYS FIELD POSITION:***

Under general supervision, this position is responsible for measuring distances and traversing across various terrains to gather accurate information detailing land characteristics. This position will assist and work with other members on a survey crew. Work will require contact with the public.

***APPLICABLE TO SURVEYS OFFICE POSITION:***

Under general supervision, this position is responsible for analyzing, compilation, and archiving survey control, topographic and terrain data using the Department’s computer software.

***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.

***APPLICABLE TO SURVEYS FIELD POSITION:***

- 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.
- Set up safety equipment and flag traffic when necessary.
- Traverse rugged terrain including, but not limited to, bluffs, creeks and streams, brush and timber, fences, etc.
- Carry signposts, reinforcing bars, and other materials.
- Use survey instruments, calculators, automated electronic data collectors, and GPS equipment.
- Keep track of expenses and prepare individual expense reports.
- Train in reading and plotting land descriptions and the use of computers.
- Perform field reconnaissance for Public Land Survey System (PLSS) monuments.

***APPLICABLE TO SURVEYS OFFICE POSITION:***

- Operate current generation of computers, electronic data collector, and computer-aided design and drafting (CADD).
- Produce maps that conform to national accuracy standards.
- Interpret and utilize aerial imagery provided by the Department.
- Assist in the preparation of various types of maps, charts and graphs as needed.
- Use desktop computer for data processing, coordinate geometry computations, and CADD.
- Compile survey field, photogrammetric, and LiDAR point cloud data into a combined topographic and digital terrain model (DTM) for Department design divisions.

***MINIMUM REQUIREMENTS***

Education and experience:

The educational equivalent to a diploma from an accredited high school. Experience with the use of computers. Experience or education in control, engineering design, or land surveying preferred.

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Knowledge, skills and abilities:

Knowledge of math as it relates to surveying, including trigonometry and geometry. Ability to adapt to evolving technology as it relates to surveying, including handheld field computers, desktop computer applications, and electronic surveying instruments.

***ADDITIONAL MINIMUM REQUIREMENTS APPLICABLE TO FIELD POSITION***

Physical requirements:

Physical ability to work with hand tools. Ability to traverse over rugged terrain, through water and work in an outdoor environment. Ability to stand and operate surveying equipment for at least two hours without a break. Ability to carry 50 pounds of equipment and supplies with or without reasonable accommodation.

Working conditions:

Ability to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust, fumes, etc. 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.)

Licenses, registrations and certifications:

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.)*