

Title: <b>Construction Earthwork Coordinator</b>	Effective Date: June 17, 2023	Grade: XIV	Job Category: Professional
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### ***CHARACTERISTICS OF WORK***

This position is responsible for coordinating, training and providing assistance for construction surveying around the state.

### ***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.

- Provide training for the Resident Engineer Offices in GPS data collection, DTM Modeling, InRoads and Open Roads software.
- Answer technical questions regarding problems, performance and procedures, and support personnel in the use of GPS equipment.
- Monitor new techniques and procedures used and make recommendations for changes in and/or upgrading GPS equipment.
- Manage assignment of surveying equipment to the Resident Engineer offices and coordinate upgrades and/or repairs.
- Review, process, analyze, and compile survey field data for use by the Department.
- Assist in reviewing Earthwork quantities.
- Assist in producing final quantities from Inroads and Trimble Business Center.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in surveying and construction inspection.

Knowledge, skills and abilities: Proficiency in the use, care and operation of high-tech survey equipment and automated data collection systems. Extensive knowledge of the operation of computers, electronic data collectors, GPS equipment, CADD workstations and software, earthwork modeling, survey data collection and processing software, GPS data processing software, and current LiDAR point cloud software.

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.

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.)*