

Title: District Surveys Technician	Effective Date: June 17, 2023	Grade: IX	Job Category: Technician
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CHARACTERISTICS OF WORK

Under general supervision, this position performs advanced-level survey duties including staking and layout of highway construction, cross section data collection, checking layout of bridge components, verifying accuracy of existing control, establishing new control, and organizing, analyzing, and processing field collected survey 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.

- Use survey instruments, calculators, automated electronic data collectors, GPS equipment, and computers proficiently.
- Use laptop computer to process and compile field collected survey data into a digital terrain model (DTM) for volume calculations.
- Transport tools and equipment to work sites to obtain survey information necessary for agency projects by performing miscellaneous survey duties.
- Coordinate and/or set up safety equipment and flag traffic when necessary.
- Maintain surveying equipment within manufacturer's recommended instructions and inspect the equipment to ensure all are operating properly as designed.
- Utilize various hand tools such as a sledgehammer, axe, kaiser blade, shovel, etc. to locate and place markers, survey pins and boundary markers and cutting brush or to obtain materials samples.
- Operate current generation of computers, electronic data collector, Microstation, and InRoads.
- Compute earthwork volumes & pay quantities for final estimates.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience or education in surveying, control, engineering design, or land surveying. Experience using hand tools. Experience with the use of computers.

Knowledge, skills and abilities: Working knowledge of surveying, engineering, construction plans and specifications, and highway materials sampling and testing procedures. Ability to perform mathematical calculations including addition, subtraction, multiplication, division, the use of fractions and decimals, computation of areas, volumes, and rates. Working knowledge of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Attention to detail. Ability to communicate effectively both orally and in writing. Ability to use survey instruments, calculators, automated electronic data collectors, GPS equipment, and computers proficiently. Working knowledge of the function of a survey crew as well as surveying instruments, terminology, principles and practices. Ability to adapt to evolving technologies as related to surveying and electronic surveying instruments.

Physical Requirements: Ability to use various types of hand tools. Ability to traverse over rugged terrain including, but not limited to, bluffs, creeks and streams, brush and timber, fences, etc. Ability to stand and operate surveying equipment for at least two hours without a break. Ability to lift up to 50 pounds of equipment and supplies with or without reasonable accommodation.

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Working conditions: Must travel frequently to various locations within the District. Must be able to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust, fumes, etc.

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.)