

Title: Surveys Crew Supervisor	Effective Date: June 17, 2023	Grade: XIV	Job Category: Professional
Prior Title: Surveys Crew Chief	Prior Effective Date: June 19, 2021	Grade: XIV	Page: 1 of 2

CHARACTERISTICS OF WORK

APPLICABLE TO SURVEYS FIELD POSITION:

Under the direction of the surveys staff, this position is responsible for the supervision of the survey crew in conducting all phases of surveys for highway locations, bridge, land, and control surveys. The Crew Supervisor is responsible for training survey crew personnel to ensure complete and accurate surveys. Work requires contact with the public.

APPLICABLE TO SURVEYS OFFICE POSITION:

Under limited supervision, this position is responsible for assisting in the coordination and implementation of the electronic survey data collection system and for correlating the information with the various computer and computer-aided design and drafting (CADD) processing systems. This position works with the Surveys Division supervisory staff and survey crews to properly receive, edit, and transmit data to the office.

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:

- Supervise and conduct, depending on the specialty (location, land, or geodetic) roadway, bridge, parcel, photogrammetric, and geodetic control surveys.
- Use computer for data processing, coordinate geometry computations, and computer-aided design and drafting (CADD).
- Obtain hydraulic information.
- Locate and reference existing land and property corners.
- Stake and monument highway rights of way.
- Train, mentor, provide technical assistance to and maintain a survey crew.
- Perform public relations.
- Prepare and maintain payroll, expense, vehicle and equipment reports.

APPLICABLE TO SURVEYS OFFICE POSITION:

- Operate computer, electronic data collector, and computer-aided drafting and design (CADD) workstation.
- Assist in coordinating and implementing the advanced survey data management system.
- Assist Surveys Division staff supervisory personnel and survey parties in electronic survey data collector field techniques and the methods to be used.
- Answer technical questions regarding problems, performance, and procedures for user and support personnel.
- Supervise the activities of the Surveys Office Technicians.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in surveying or related field, OR the educational equivalent to a diploma from an accredited high school and four years of directly related experience. Experience conducting surveys for highway locations, bridge, land, or control surveys.

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Knowledge, skills and abilities: Extensive knowledge of survey principles and practices, and proficiency in computations for highway route locations and parcel surveys. Extensive knowledge of the functions of a survey crew. Proficiency in the use, care and operation of high-tech survey equipment, calculators, automated data collection system, coordinate geometry computations, and CADD as utilized by the ARDOT Surveys Division. Proficiency in reading, understanding, and plotting land descriptions. Mathematical skills through trigonometry. Ability to interpret and apply the Department's policies and procedures as outlined in the Department's Surveys Manual, Personnel Manual, and Safety Manual. These manuals are available for download from the internet at www.ardot.gov/divisions/surveys/manuals.

Licenses, registrations and certifications: Valid driver's license.

APPLICABLE TO SURVEYS FIELD POSITION:

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. 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).

APPLICABLE TO SURVEYS OFFICE POSITION:

Extensive knowledge of the operation of computers, electronic data collectors, CADD workstations and software, survey data collection and processing software, GPS data processing software, least-squares analysis and adjustment of survey data, and current LiDAR point cloud software.

("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.)