

Title:	Effective Date:	Grade:	Job Category:
<b>Surveys Technical Coordinator</b>	March 26, 2024	XVI	Technician
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### ***CHARACTERISTICS OF WORK***

This position is responsible for assisting in the coordination, training, implementation, and support of the various software programs used by the Surveys Division related to design and land survey data collection and processing, computer aided drafting and design (CADD) and GIS, as well as supervision of the Surveys Division office technical staff.

### ***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.

- Review, process, analyze, and compile survey field data for use by the Department.
- Assist in implementing CADD and GIS software.
- Provide final products from CADD and GIS.
- Provide training and support for the survey data management system, CADD, and GIS software.
- Coordinate, assign, and review the work of the office technical staff.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a bachelor’s degree in related field from an accredited college or university, and:

- (A) Three years of experience equivalent to a Civil Engineer or above. An applicant with an Engineer Intern certification will be granted up to two years of experience. OR;
- (B) Three years of experience as a Surveys Crew Supervisor equivalent or higher position.

OR, the educational equivalent to a diploma from an accredited high school, and:

- (A) Survey intern (SI) with six or more years of experience in highway route surveying and/or land surveying of a character indicating to the Division Head of Surveys that the applicant may be competent at this position. The Division Head of Surveys may grant an applicant with educational courses in engineering or surveying up to two years of experience for his/her education, OR;
- (B) Ten or more years of experience, of which at least five years are at a Surveys Crew Supervisor level or above, in highway route surveying and/or land surveying of a character indicating to the Division Head of Surveys that the applicant may be competent at this position. The Division Head of Surveys may grant an applicant with educational courses in engineering or surveying up to two years of experience for his/her education.

Three years of experience scheduling work assignments, providing training and support and supervising office computer technicians.

Knowledge, skills and abilities: Knowledge of surveying principles and practices and proficiency in calculations for highway route locations.

*("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.)*