

Title: Geodetic Surveys Coordinator	Effective Date: June 24, 2017	Grade: XVI	Job Category: Professional
Prior Title: Geodetic Surveys Coordinator	Prior Effective Date: August 24, 2007	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under limited supervision, this position is responsible for assisting in the coordination, training and support of the Geodetic Survey Software which the Department utilizes. This position works with the Staff Surveys Engineer and survey parties 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 State Highway and Transportation Department is an "at will" employer.

- Coordinate, implement, and provide training in the geodetic software used by the Department.
- Coordinate the formation and flow of automated survey data.
- Answer technical questions regarding problems, performance and procedures, and support personnel in the use of GPS equipment.
- Provide specific guidelines for the uses and/or operation of GPS.
- Provide technical assistance during the design and implementation of automated engineering systems.
- Analyze information in terms of existing and needed hardware and software.
- Plan, supervise, and conduct geodetic control surveys utilizing the Department global positioning system (GPS), from session planning through computer computations, for the establishment of state plane coordinates.
- Monitor new techniques and procedures used and make recommendations for changes in and/or upgrading the geodetic system.
- Plan, supervise, and conduct roadway, bridge and photogrammetric control surveys.

MINIMUM REQUIREMENTS

The educational equivalent to a high school diploma and three years experience as a Surveys Crew Chief or equivalent experience. Three years advanced training or experience in geodesy. Extensive training or experience in subprofessional civil engineering work. Knowledge and use of GPS and other techniques used in geodetic work. Extensive knowledge in the use of computers and proficiency in the use of the Department Geodetic software system. Skilled in preparation of reports and presentations. Effective leadership and communication skills. Available for constant overnight statewide travel. 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.)

