

Title:	Effective Date:	Grade:	Job Category:
Senior Survey Office Technician	May 11, 2012	XIII	Technician
Prior Title:	Prior Effective Date:	Grade:	Page:
Senior Survey Office Technician	September 23, 2010	XIII	1 of 1

CHARACTERISTICS OF WORK

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 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.

- 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 Staff Surveys Engineer 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.
- Assist in coordinating the activities of the Surveys Office Technician.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Certification in Roadway Construction Control by the Technician Program at Mack-Blackwell Rural Transportation Study Center, or equivalent certification. Knowledge of survey principles and practices, and proficiency in computations for highway route locations and parcel surveys. Knowledge of the functions of a survey crew. Proficiency in current highway and land surveying field procedures and the operation of electronic total station instruments, terrestrial scanners, NGS First Order digital levels, computers, electronic data collectors, and CADD workstations. Advanced training and/or courses in surveying techniques and field applications and one year experience as a Surveys Office Technician or equivalent. Knowledge in the use and support of the automated highway and land survey data collection and processing software, GPS data processing software, least squares and adjustment of survey data, and current terrestrial scanner and CADD software. Mathematical skills through trigonometry.

("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.)

