

Title: Staff Land Surveyor	Effective Date: October 18, 2010	Grade: XIX	Job Category: Professional
Prior Title: Staff Land Surveyor	Prior Effective Date: August 24, 2007	Grade: XIX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the administration, supervision, coordination, and oversight of the functions and activities of other Land Surveying office and field personnel within the Surveys Division. Work will require contact with the public.

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.

- Supervise other Land Surveyors and technicians performing supervisory or professional and technical work involving land surveys for the acquisition of highway rights of way.
- Perform administrative work involving personnel.
- Supervise the development and administration of contracts with outside consulting firms for land surveys and title services for the acquisition of highway rights of way.
- Perform administrative work required in outsourcing land surveys and title services.
- Supervise the training of other professional, pre-professional, and technical field and office personnel, including required continuing education for Professional Surveyors.
- Prepare reports and complete necessary paperwork regarding supervisory and work activities.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in land surveying or related field, and possession of a current *Arkansas* license to practice professional surveying. Two years experience as a Land Surveyor II or equivalent position. Extensive knowledge in the use of computer systems. Experience supervising field surveys crews, computer technicians and clerical staff. Valid driver's license. Statewide travel as directed by the Division Head. Ability to train others in the land survey requirements of the State of Arkansas and the Department.

("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.)