

Title:	Effective Date:	Grade:	Job Category:
District Surveys Coordinator	July 31, 2026	11	Technician
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CHARACTERISTICS OF WORK

Under the direction of the District Construction Engineer and Resident Engineers, this position is responsible for the supervision of the District Survey Crew in conducting all phases of surveys for highway locations, bridge, land, and control surveys. The District Surveys Coordinator is responsible for training survey crew personnel to ensure complete and accurate surveys. Work requires contact with the public. This position is also 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 District & Resident Engineer's supervisory staff and inspection 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.

- Use survey instruments, calculators, automated electronic data collectors, GPS equipment, and computers proficiently.
- Use laptop computer to process and compile field collected survey data into a digital terrain model (DTM) for volume calculations.
- Transport tools and equipment to work sites to obtain survey information necessary for agency projects by performing miscellaneous survey duties.
- Coordinate and/or set up safety equipment and flag traffic when necessary.
- Maintain surveying equipment within manufacturer's recommended instructions and inspect the equipment to ensure all are operating properly as designed.
- Utilize various hand tools such as a sledgehammer, axe, kaiser blade, shovel, etc. to locate and place markers, survey pins and boundary markers and cutting brush or to obtain materials samples.
- Operate current generation of computers, electronic data collector, Microstation, InRoads, OpenRoads, Trimble Business Center, Trimble Access, etc.
- Compute earthwork volumes & pay quantities for final estimates on both small and large scale projects.
- Supervise topographical surveys, construction layout and control verification surveys, and right of way layout surveys.
- Use computer for data processing, coordinate geometry computations, and computer-aided design and drafting (CADD).
- Stake highway rights of way.
- Train, mentor, provide technical assistance to and maintain a survey crew.
- Operate computer, electronic data collector, and computer-aided drafting and design (CADD) workstation.
- Assist in coordinating and implementing the advanced survey data management system.
- Answer technical questions regarding problems, performance, and procedures for user and support personnel.

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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.

Knowledge, skills and abilities: Extensive knowledge of survey principles and practices, construction plans and specifications. Ability to perform mathematical calculations including addition, subtraction, multiplication, division, the use of fractions and decimals, computation of areas, volumes, rates, and trigonometry. Working knowledge of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Attention to detail. Ability to communicate effectively both orally and in writing. Proficiency in the use, care and operation of survey instruments, calculators, automated electronic data collectors, GPS equipment, and computers. Extensive knowledge of the function of a District survey crew as well as surveying instruments, terminology, principles and practices. Ability to adapt to evolving technologies as related to surveying and electronic surveying instruments. Ability to interpret and apply the Department's policies and procedures as outlined in the Department's Surveys Manual, RE Manual, Personnel Manual, and Safety Manual.

Physical requirements: 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.

Working conditions: Ability to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust, fumes, etc. Must travel frequently to various locations within the District.

Licenses, registrations and certifications: 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.)