

Title: Staff Land Surveyor	Effective Date: May 20, 2024	Grade: XIX	Job Category: Professional
Prior Title: Staff Land Surveyor	Prior Effective Date: October 18, 2010	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 Department of Transportation 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

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in land surveying or related field. Experience as a Land Surveyor or equivalent position. Experience supervising field surveys crews, computer technicians and clerical staff.

Knowledge, skills and abilities: Extensive knowledge in the use of computer systems. Ability to train others in the land survey requirements of the State of Arkansas and the Department. Ability to communicate both orally and in writing. Attention to detail. Ability to organize, prioritize and multi-task. Ability to lead.

Working conditions: Statewide travel as directed by the Division Head.

Licenses, registrations and certifications: Valid driver’s license. Possession of a current Arkansas license to practice professional surveying.

("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.)