

## HIGHWAY SURVEY COORDINATOR

DESCRIPTION: Under limited supervision, coordinates the Department of Roads total station surveying work; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Oversees the input/output of total station surveys including data collection and digital terrain modeling techniques ensuring that standard methods and techniques of collecting data are followed and that a quality final product is obtained.

Conducts total station survey training including survey methods/techniques, hardware (survey instruments and computers), software (SDMS, DTM, upgrades, etc.), and metric conversion.

Serves as the liaison with designers, drafters, and surveyors for any problems, survey needs, and completed surveys.

Assists in coordinating total station surveying hardware and software needs with the computer application unit in the Roadway Design Division and with the Information Systems Division including hardware/software interrelationships, transferring of data, upgrades, training needs, and troubleshooting.

Assists in representing the Department of Roads Roadway Design Division in statewide, regional, and national Survey Data Management Systems (SDMS) users group meetings.

In the absence of the unit manager, leads the work activities of the Geodetic Survey Unit staff to attain work goals and to ensure consistent application of administrative policies, procedures, and standards.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned).

Knowledge of: highway engineering principles, personnel administration, governmental relations, and organizational development.

Ability to: effectively work with governmental entities and the public.

Skill in: establishing priorities based on developing goals and objectives; determining priorities to meet the goals and objectives.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: total station surveying, surveying practices, computer software and hardware, roadway design processes, and construction processes.

Ability to: communicate effectively; develop good working relationships with individuals and groups; recognize and respond to changing needs in the field and in the office.

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Skill in: communicating new ideas, techniques, and technical material; instructing others in surveying and computer technology; supervisory techniques.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is post high school coursework/training in total station surveying, surveying, computer technology, and adult education techniques OR Registration as a Professional Engineer and experience/training in total station surveying and adult education techniques.