

Missouri Department of Transportation

Code: R02013

Title: Senior Survey Technician

Exemption Status: Non-Exempt

Grade: 10

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 06-01-2010

General Summary The senior survey technician is responsible for assisting in the operation of surveying instruments and the recording of surveying data. Responsibilities are performed under direct supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET, including successful completion of a trigonometry course and twelve creditable hours of college level surveying courses towards registration as a Professional Land Surveyor.

Five years of experience in route surveying.

Successful completion of a work simulation examination and a medical-physical examination.

**Supervisory
Responsibilities** Lead Worker Only

Location District Offices - Design

**Special Working
Conditions/Job
Characteristics** Job requires moderate physical activity.

Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.

Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Operates surveying equipment in accordance with department methods and processes.
- (2) Records field notes and electronic data; checks notes for reference and accessories taken by others; sketches and records accessory measurements; checks feature location and coding for recording in electronic data collector.
- (3) Directs measurements for stake-out; selects and sets locations for intermediate control points, horizontal control points, vertical control networks, and 3D control stations for engineering surveys; sets locations of alignment, structures, right-of-way breaks, easement corners, and control monuments; makes traverse observations.
- (4) May make mathematical computations related to field layout, note reduction, horizontal closure checks, and vertical network adjustments; may check computations of others.
- (5) Researches notes and automated records for availability of horizontal, vertical, public land corner, and

Geographic Reference System (GRS) monumentation; assists in measuring and recording accessory locations for recovery documents.

- (6) Directs the activities of the leveling party; may lead field activities for horizontal control and site selection for control stations.
- (7) Transfers electronic data collector files, raw observation files, and control files to computer utilizing transfer software; assists in the generating of map models, terrain models, and editing of automated files; may archive survey data upon review.
- (8) Assists in the placement and referencing of aerial targets and control monuments.
- (9) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.