

# Missouri Department of Transportation

Code: R02015

Title: Land Survey Coordinator

Exemption Status: Exempt

Grade: 17

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## Job Description

**Effective Date** 09-01-2015

**Replaces (Effective Date)** 01-01-2014

**General Summary** The land survey coordinator is responsible for planning, coordinating, managing, and representing the department on all surveying issues, including right of way acquisition and disposition and the marking of department boundaries to ensure compliance with federal and state land surveying regulations. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** High School Diploma or GED/HiSET  
Licensure as a Professional Land Surveyor in the State of Missouri.  
Four years of experience as a Professional Land Surveyor.

**Supervisory Responsibilities** None

**Location** Central Office-Design

**Special Working Conditions/Job Characteristics** Job requires regular, statewide, overnight travel.

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## Examples of Work

- (1) Provides oversight, support, and coordination for all of the department's land survey activities statewide, including the review and approval of deeds, survey plans, project survey control, and survey monumentation for compliance with department policies, procedures and guidance, federal and state laws and regulations, and management directives; signs and seals location survey plans as necessary.
- (2) Develops surveying standards and policies for the department.
- (3) Coordinates and conducts software, equipment and procedural training for department surveyors.
- (4) Provides technical support for software applications and surveying methods.
- (5) Manages geographic positioning system survey party and performs requested surveying services for districts.
- (6) Manages contracts for photogrammetric surveying services provided by the consultant.
- (7) Represents the department to state board of registration, surveyors' society, and state land surveyor's office.

- (8) Provides expertise/knowledge of survey methods for design and construction survey methods, including participation on design core teams and in field checks related to land acquisition or disposition.
- (9) 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.**