



## Arkansas Game and Fish Commission Employment Job Posting

AGFC SURVEYOR - AGFC SURVEYOR

POSITION NO: 22095884

### **POSTING INFORMATION:**

Advertisement Opens: Aug. 11, 2023

Advertisement Closes: Sept. 15, 2023

Full Time: Yes

Salary: \$61,443.00 - \$78,576.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in land surveying, engineering, or a related field.

OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

#### Preferred Education and/or Experience:

The formal education equivalent of a bachelor's degree in land surveying, engineering, or a related field.

Must be licensed as a registered Land Surveyor by the Arkansas State Board of Engineers and Land Surveyors in accordance with ACA 17-48-203.

#### Knowledge, Abilities, and Skills:

- Knowledge of modern surveying instruments and software
- Knowledge of state and federal surveying regulations, standards, and procedures.
- Knowledge of supervisory practices and procedures
- Knowledge of land surveying practices and procedures
- Knowledge of current data collection and analysis methodologies
- Ability to effectively communicate with government officials, external contractors, and other personnel, ensuring clarity in reporting and documentation
- Ability to manage multiple survey projects concurrently, including resource planning, budgeting, and schedule management.

Preferred Knowledge, Abilities, and Skills:

Knowledge of supervisory practices and procedures.

Knowledge of land surveying practices and procedures.

Ability to survey property for sub-division, land use, topographic survey, or construction surveys.

Ability to operate land survey equipment including but not limited to Total Stations, Global Positioning Systems, Unmanned Aerial Vehicles-Drones, Digital Levels, and surveying software.

Ability to prepare land survey reports and write land descriptions.

Knowledge of the principles and practices of budget administration.

Ability to manage one's own time and the time of others.

Ability to communicate with employees and management.

Ability to organize and present clear and concise oral and written reports of findings and recommendations.

Ability to adapt to and incorporate changes of evolving fields.

Strong work ethic and willingness to sacrifice for the team.

**POSTING DETAILS:**

Position Location:

City: Statewide

Office: Statewide

Division: Operations

Job Summary:

The Arkansas Game and Fish (AGFC) Surveyor is responsible for planning and directing the work activities of a survey crew engaged in performing land surveys. This position is governed by state and federal laws and agency policy.

### Typical Functions:

- Plan, supervise, and direct surveying projects for state-owned properties and public infrastructure initiatives.
- Establish and maintain state survey control networks, benchmarks, and geospatial data repositories
- Process and analyze collected data using modern computer-aided design and geographic information system software
- Ensure all survey works comply with state and federal regulations, industry best practices, and quality assurance standards.
- Serve as the primary liaison with other state departments, local government agencies, and external contractors
- Communicate survey results, technical issues, and updates clearly and concisely to both technical and non-technical personnel.
- Manage survey records and databases, maintaining current and accurate public records.
- Oversee budgeting, scheduling, and resource allocation for survey projects
- Oversee the agency's archive of land survey plats
- Perform other duties as assigned.

### Specific Duties and Responsibilities:

Researches previous survey evidence, such as maps, deeds, physical evidence, and other records, to obtain data needed for surveys.

Receives survey requests and travels to designated area to perform survey, using various survey equipment to determine location and measurements of points, calculates and verifies the accuracy of data gathered by collected quadrangle sheets, and compares to old survey data.

Performs on-site inspections of land and construction project surveys, reads blueprints, and stakes out construction sites.

Draws topographical maps and survey plats, including writing land descriptions and certifying and recording survey.

Provides technical assistance to department staff explaining survey methods and procedures for establishing survey control.

Administer Agency Survey Contracts and inspection to ensure compliance with specifications

### Certificates, Licenses, or Registrations:

Must be licensed as a registered Land Surveyor by the Arkansas State Board of Engineers and Land Surveyors in accordance with ACA 17-48-203.

### Special Job Dimensions:

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Other Specific Information:

This position has the designation of a safety-sensitive position. Applicants being considered for this position are subject to pre-employment drug and alcohol testing. Refusal to submit to testing will result in disqualification of further employment consideration. If offered a position, employees in this position will be subject to periodic drug and alcohol testing.

Preference shall be given to Certified Federal Surveyor License Holders.

All applicants are subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.