

Date Posted: September 11, 2017  
Reference No: 1768-6605

**NOTE: THIS POSTING REPRESENTS TWO (2) MULTI-LEVEL POSTINGS. IF THESE POSITIONS ARE NOT FILLED BY A QUALIFIED APPLICANT AT THE TRANSPORTATION SPECIALIST LEVEL, THE POSITIONS WILL BE FILLED AT THE TRANSPORTATION GENERALIST SENIOR LEVEL.**

(This posting is for Seniority Unit Bidders only. WHO CAN BID: Only eligible Mn/DOT District 7 employees in this classification may bid (See AFSCME Contract, Article 12, Section 6). An employee may remove his/her bid only during the posting period. Once the posting period has ended a qualified bidder cannot turn down acceptance of the bid.

Temporary and probationary employees are not eligible to bid. If you are ineligible to bid and wish to apply for the position, go to <http://www.mn.gov/mmb/careers/> and click on green "Get Started" button under Current Employees. You will be forwarded to the Employee Self-Service Home Page. You will need to know your User ID and have a current Password to login. Click on "State of MN Self Service" under the "Enterprise Menu." Click on "Careers" to search and apply for jobs. Enter **Job ID# 15961** in the "Keywords" search box to bring up this vacancy.

**Job Classification:** Transportation Specialist/Transportation Generalist Senior

**Work Area:** Surveys Windom

**Employment Condition:** Unlimited, Full-time

**Shift & Normal Hours of Work:** 7:00 a.m. – 3:30 p.m., M-F

**Examples of work for this specific vacancy at the Transportation Specialist level include but are not limited to:**

**Function(s): Surveys**

Performs as survey lead worker.

- Oversees or operates real time kinematic global position systems or total station.
- Oversees or performs data comparison from real time kinematic global position systems or total station.
- Performs as survey lead in construction survey office activities and field activities.
- Performs set-up, calibration, use and maintenance of survey equipment.
- Investigates and locates lot corners, monuments and section corners, leads land survey field work and documentation.
- Sets up and operates global positioning systems and base stations.
- Communicates with contractors, landowners, consultants and supervisors to report progress or review work assignment.
- Prepares processes and evaluates survey data for location and construction surveys.
- Processes data using CADD drafting and computational software.
- Performs file maintenance and back-up of data to close-out and archive projects.
- Creates digital terrain models.

- Performs as project lead in the development of new or updated data processing procedures, instructing and mentoring survey employees.
- Performs mark maintenance of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> order control monuments.
- Assists with and performs as survey crew lead in performing 2<sup>nd</sup> order vertical geodetic control surveys.
- Leads and assists with performing 3<sup>rd</sup> order surveys for photo control, construction and location surveys and right of way monumentation.
- Performs as survey lead in field construction.
- Organizes land survey data, analyze, build or process information and assists the land surveyor in resolving issues regarding highway alignments and right of way.
- Performs other duties as assigned.

Examples of work for this specific vacancy at the Transportation Generalist Senior level include but are not limited to:

Function(s): Surveys

- Performs as survey lead worker in absence of the crew lead.
- Sets up real time kinematic global position systems or total station.
- Performs data comparison from real time kinematic global position systems or total station.
- Assists survey lead in construction survey office activities.
- Performs set-up, calibration, use and maintenance of survey equipment.
- Assists survey lead in field construction by creating and/or checking survey notes, recovering or establishing horizontal and vertical control, setting and marking stakes, and pounding hubs or setting right of way.
- Sets up and operates global positioning systems.
- Assists with investigation and location of lot corners, monuments and section corners.
- Processes field data into CADD files for other functional areas.
- Communicates with contractors, landowners, consultants and supervisors to report progress or review work assignment.
- Assists in performing 1<sup>st</sup> and 2<sup>nd</sup> order geodetic control surveys.
- Processes geodetic control data and performs technical computations.
- Performs other duties as assigned.

**Minimum Qualifications:**

If the position is not filled at the Transportation Specialist level, it will be filled at the Transportation Generalist Senior level by utilizing the following minimum qualifications:

The level of experience to perform this job at the Transportation Specialist level can be achieved with:

- A valid Class D Driver's License with **NONE** of the following: no major traffic convictions in the past 5 years; or 4 or more minor violations in the last 3 years; OR any combination of minor violations and at-fault accidents totaling 4 or more occurrences.
- Four years of experience performing surveys (e.g., land, location, construction, and/or geodetic control surveys, etc.), mapping or related activities.

**OR**

- Three years of experience performing surveys (e.g., land, location, construction, and/or geodetic control surveys, etc.), mapping or related activities PLUS a combination of one year of experience performing roadway inspection, design or related activities.
- Note: A two year Civil Technology Degree or equivalent may substitute for one year of experience listed above (in order for education coursework to be considered in lieu of work experience you must submit a copy of your transcripts).
- Working knowledge of English sufficient to read, write, speak and understand oral and written information; communicate with employees and the general public in-person or via two-way radio and other electronic devices; and to maintain routine written logs and simple records.

The level of experience to perform this job at the Transportation Generalist Senior level can be achieved with:

- A valid Class D Driver's License with **NONE** of the following: no major traffic convictions in the past 5 years; or 4 or more minor violations in the last 3 years; OR any combination of minor violations and at-fault accidents totaling 4 or more occurrences.
- Two years of experience performing surveys (e.g., land, location. Construction, and/or geodetic control surveys, etc.), mapping or related activities.

**OR**

- One year of experience performing survey (e.g., land, location, construction, and/or geodetic control surveys, etc.), mapping or related activities; PLUS one year experience performing roadway inspection, design or related activities;
- Note: A Two year Civil or Construction Technology Degree or the following four year degrees: Architectural, Civil or Mechanical Engineering; Land Surveying / Geomatics; or equivalent may substitute for one year of experience. (In order for education coursework to be considered in lieu of work experience you must submit a copy of your transcripts).
- Working knowledge of English sufficient to read, write, speak and understand oral and written information; communicate with employees and the general public in-person or via two-way radio and other electronic devices; and to maintain routine written logs and simple records.

**Preferred Qualifications:**

- Previous Mn/DOT experience working as a Laborer, Transportation Associate or Transportation Generalist with documented satisfactory performance.

**Pre-Employment Physical Exam:** A pre-placement physical examination is required for this position. Current employees who have successfully bid or are moving into a different functional work area will be required to complete the pre-employment physical exam for the area they are moving into. The scope of the physical exam will be limited to whether the employee can safely and effectively perform the essential functions of the job, with or without reasonable accommodation, in compliance with state and federal law.

MnDOT does not discriminate against qualified applicants with disabilities. Anyone who believes they may need a reasonable accommodation in order to fully participate in the job application, interview or selection processes may contact any agency official with whom application has contact in the processing of their employment application to request an accommodation. Applicants may also contact the MnDOT Affirmative Action office to

request an accommodation by: E-Mail: [ADArequest.dot@state.mn.us](mailto:ADArequest.dot@state.mn.us); or by calling Janet Miller at 651/366-4720; or using MN Relay 711.

MnDOT's Reasonable Accommodation policy can be found at:

<http://www.dot.state.mn.us/policy/hr/hr009.html>

Contact Jill Brandt at 507-304-6122 in Human Resources for additional information about the positions or if you have any questions.

**Written bids must be received by close of business on:**      **October 5, 2017**  
**Location:**      **D7 Human Resources**  
**E-mail:**      **D7.hrnotices.dot@state.mn.us**  
**Fax No:**507.304.6125