Missouri Department of Transportation Job Description

Job Title: Land Survey Coordinator

Title Code: R02015

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central Office - Design

Effective Date: 10-16-2025

Replaces (Effective Date): 12-16-2024

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 GET/HiSET.
- Licensure as a Professional Land Surveyor in the State of Missouri.
- Four years of experience as a Professional Land Surveyor.

Special Working Conditions/Job Characteristics

- Job requires regular, statewide, overnight travel.

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. Supervises delivery of photography and LiDAR deliverables for use on district design projects.

3. Manages operations of the department's GNSS real-time network.

4. Develops surveying standards and policies for the department.

5. Manages coordination of software, equipment, and procedural training for department surveyors and GIS users.

6. Provides technical support for surveying and GIS software applications and methods.

7. Represents the department to state board of registration, surveyor's society, state land surveyor's office, and NOAA's National Geodetic Survey.

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 supervisory responsibilities.

10. Performs other responsibilities as required or assigned.