

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Transportation Surveyor (Caltrans)		DWR POSITION NUMBER 3260-3029-011	SAP POSITION NUMBER 50001262	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/Geomatics Branch/Cadastral	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R09				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) John Wilusz	SUPERVISOR'S CLASSIFICATION Senior Land Surveyor (Supervisory)	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 06/04/2024	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY Under the direction of a licensed Land Surveyor, the incumbent performs a variety of land surveying work including making calculations, preparing maps, analyzing title reports as well as researching and analyzing ownerships records to determine boundary lines.</p> <p>ESSENTIAL FUNCTIONS This position requires that the incumbent works cooperatively with others, including the public, and maintain consistent and regular attendance. The specific essential duties are, but are not limited to, the following:</p> <p>45% Use a computer-aided design and mapping system to make calculations and prepare maps needed to acquire, transfer, and manage real property, right of way, and easements for the Central Valley Flood Protection Board (CVFPB) and DWR (Department of Water Resources) State Water Project property management and land records. As a peer reviewer provide guidance and consultation in preparing maps and calculations for clarity and accuracy. Research and analyze ownership records, title reports, maps of record, survey notes, vesting documents, and all elements necessary to determine property ownership, ownership lines, and property rights. May include Photogrammetry Assignments.</p> <p>25% Prepare descriptions, deeds, addenda, and other documents needed to acquire, transfer, and manage real property, rights of way, and easements for CVFPB and DWR and State Water Project facilities. Review and check descriptions and documents prepared by coworkers.</p> <p>15% Use computerized Geographic Information Systems (GIS) software and techniques to develop and maintain GIS databases for use in property rights and land records management.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) John Wilusz		SUPERVISOR'S SIGNATURE ➤	DATE	
EMPLOYEE'S STATEMENT:		I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.		
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤	DATE	

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5%	<p>Perform field investigations to determine compatibility of various land data and documents. Investigations may require travel to other work locations via air or may involve operating a pick-up truck on or off road on rugged terrain to and from the job sites, or on uneven terrain or in enclosed areas.</p>		
5%	<p>Work as a member of a survey crew performing land boundary, primary horizontal and vertical control, hydrographic, and construction surveys typically on assignment away from headquarters. The work is in all types of terrain, including rugged topography where access is difficult. The work may incorporate electronic measurement and recordation. The employee is usually responsible to a supervisor at the work site but may work independently. This position is in frequent contact with and is constantly visible to the public.</p>		
5%	<p>Perform special assignments and provides land and right of way information for engineers, land agents, Department legal staff, Attorney General's staff, and in direct response to questions from the general public.</p> <p>OTHER RESPONSIBILITES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam, SWP, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p> <p>DIVERSITY, EQUITY AND INCLUSION All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>SPECIAL REQUIREMENTS Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May be required to travel on public roadways including traveling to remote areas. Travel on short notice and overnight lodging will be required on some trips.</p> <p>Range D of this classification requires possession of a valid California Land Surveyors License issued by the California Board of Registration of Professional Engineers and Land Surveyors.</p>		

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	<p>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</p>		