

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION Central Region Services - D5 Surveys	
WORKING TITLE Transportation Surveyor (A-D) General	POSITION NUMBER 929-206-3029	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of a Transportation Surveyor Party Chief CT (Caltrans), Senior Transportation Surveyor or direction of a Lead-worker, incumbent: 1) functions as office support to field survey crews, 2) functions as a member of a field survey crew, and/or 3) performs complex surveying calculations; preparing various Right of Way (R/W) and surveying maps; preparing legal descriptions and deeds; providing information to the public; reducing and analyzing field data. As incumbent progresses in experience, the work assigned will be more difficult and the incumbent may function as a lead person over the activities of various surveying and technical personnel. Incumbent as a Transportation Surveyor Range D, is in "responsible charge" of their work as defined in the Land Surveyor Act, and may be called upon to act as a lead person in "responsible charge" of the technical work of other rank and file employees.

CORE COMPETENCIES:

As a Transportation Surveyor, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Innovation, Pride)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence, Advance Equity and Livability in all Communities - Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Either 1) Prepares the field staking packages for the field survey crews. Creates alignments from information supplied by Design, and works with Design to resolve technical issues related to preparing staking notes. 2) Operates a Total Station Survey System, GPS Survey System, Digital Level and the associated software in the acquisition of survey data. Processes and analyzes survey data to assure accuracy and completeness, and creates the deliverables for office processing and using a variety of surveying software. Maintains all precision survey instruments used by the field crew. Evaluate the most appropriate terrain and topographic points to be surveyed on design data surveys. Prepare the data collector for different operations and correctly enters data coding in accordance to Caltrans and Regional practices and procedures. OR 3) Analyzes field survey data, title reports, legal descriptions, record maps, and related documents to determine property and R/W boundaries. Researches public records from counties, cities, utilities and other agencies. Produces documents and maps defining the existing location of acquisition of and disposal of State R/W, including but not limited to, legal descriptions, acquisition deeds, Resolutions of Necessities (Condemnation), land net maps, appraisal maps, relinquishment or vacation maps, federal application maps, condemnation maps and final record maps. Checks the technical work of other staff and participates in an interoffice QC/QA Program.
25% E	Either 1) Attends project meetings, including constructibility review meetings. Reviews plans, staking notes, cross sections, and other information supplied for the design of projects. 2) Reads and interprets construction plans highway projects. Perform calculations incidental to the construction staking process. Sets construction stakes using a variety of surveying techniques. Verifies the accuracy of construction stakes set to insure stakes properly reflect the construction plans OR 3) Works with other Caltrans departments to determine project surveying needs. Prepares Survey Requests and complies supporting information for field surveys.
15% E	Either 1) Sends reminder notices to Design regarding time frames for delivery of the Survey File to Surveys. Documents timeliness, completeness and quality of the Survey File. Keeps Senior Transportation Surveyor informed of related issues. 2) Keeps survey notes. Calculates and prepares necessary construction notes from plans, alignments or slope stakes for use by the field survey crew, contractor and Caltrans construction personnel. OR 3) Performs oversight activities on surveying and R/W engineering work by others (consultants, local agencies or developers) on State Highway Improvement Projects and ensures that it conforms to minimum Caltrans standards, practices and procedures. This effort includes providing assistance regarding Caltrans standards and practices; providing technical review of survey and R/W engineering deliverables at milestone intervals; attending periodic meetings to discuss progress, issues and next actions; on-site visits to consultants or outside entities to provide guidance.
10% E	Either 1) Analyzes and processes field data collected by survey crew. Assists in verifying accuracy of construction staking done by crew. 2) Assist in preparing safety meetings every 10 days or more often as site conditions change. Adheres to and assists other survey crew members in following procedures in conformance with the Surveys Manual and Safety Manual. OR 3) Reviews, analyzes, reduces, and/or adjusts survey field data. Produces maps and reports, including but not limited to, Digital Terrain Maps, Project Control and Record of Surveys.
5% M	Either 1) Assists in the preparation and adjustment of GPS projects, including the planning, assembly of equipment, downloading and processing field data, and other GPS related tasks. 2) Organizes and uses a variety of hand tools in a responsible and safe manner. Performs traffic control or acts as a lookout to insure the safety of other crew members working on foot in or near live traffic. OR 3) Maintains, updates and researches Caltrans survey records, processes requests from the public for these records.
5% M	Performs other survey work as needed, including operating a vehicle that requires a Class C license and adheres to all Caltrans policies and State laws while driving. Must be able to safely operate a vehicle in all types of roadway driving as well as navigating in work zones and construction zones.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May perform the duties of a lead person in "responsible charge" of the technical work of other rank and file employees.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Mathematics - including algebra, geometry and trigonometry
- Land Surveying
- Legal Descriptions
- Principles of Land Title
- California Coordinate System
- Computers and survey software
- Must be familiar with Caltrans data collection and reduction software

Ability to:

- Operate standard calculator to compute various mathematical equations and problems using algebraic, geometric and trigonometric calculations.
- Read and understand maps and drawings to ensure appropriate and correct interpretation of information and data.
- Produce neat, accurate and professional looking field notes, make accurate surveying calculations, work well with others, complete work assignments timely and accurately, comply with department and district policies and procedures, use and adjust precision surveying instruments.
- Understand and follow complex detailed written and oral instructions and directions for the completion of assigned work tasks.
- Understand and follow brief written and oral instructions and directions for the completion of assigned work tasks.

Analytical Requirements:

- Read and comprehend in both hard copy and on-line formats, a variety of departmental manuals, procedures and guidelines including the Survey Manual, Right of Way Manual, Drafting and Plans Manual, Safety Manual and Central Region RWE Procedures to ensure appropriate application and adherence in planning, completing survey and R/W engineering activities.
- Interpret, understand and produce maps and drawings depicting specific locales/regions, topographical characteristics, property boundaries and other surveying/engineering related information.
- Analyze survey requests and projects, then determine the appropriate course of action.
- Correctly analyze and adjust survey data.
- Work effectively as part of a group to complete work tasks and assignments.
- Understand and follow complex, detailed, written and/or oral instructions and directions for the completion of assigned work tasks.
- Identify problems in the workplace and suggest improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate survey data and/or survey procedures could result in losses in production, increased project costs, project delays, injury to the department's credibility and public image and possibly create encroachments upon private property. Failure to provide accurate R/W and/or survey information could additionally cause delays and monetary losses to other public or private entities. Poor judgment regarding safety in the field could endanger self, crew members or the public.

PUBLIC AND INTERNAL CONTACTS

The Transportation Surveyor is occasionally in contact with persons outside the Surveys Branch. This would include other agencies and the Design, Maintenance, Construction, Right-of-Way and Project Development Branches. This position also requires contact with the public. He/she must maintain a professional attitude, and treat others with courtesy and respect.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for extended periods of time at a desk or while driving. Must be able to collect survey data over rough, uneven and steep terrain. Must be able to move 50 pounds from one location to another. Must possess the ability to stand for prolonged periods of time. Must be able to use hand and power tools such as, but not limited to, shovels, digging bars, sledge hammer and jackhammers. Must be able to take verbal and written direction constructively, work cooperatively as a team member and act with courtesy to co-workers and the public.

WORK ENVIRONMENT

Must be able to drive any type vehicle, requiring a Class "C" license, in heavy freeway and highway traffic. Possession of a valid Driver's License is required when operating a state owned or leased vehicle. AND

Either 1) The incumbent typically splits time working in an air-conditioned office setting with artificial lighting and/or natural lighting and working in the field. Above duties require the use of a desktop or laptop computer for extended periods. Duties may

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require the incumbent to sit for extended periods of time for the performance of the above duties. Must be able to travel to project locations away from their home requiring overnight travel. Must be able to work overtime when needed. Must be able to work on foot near heavy traffic. Must be able to work in extreme weather conditions including wet, dusty and dirty environments. 2) Must be able to travel to project locations away from their home requiring overnight travel. Must be able to work overtime when needed. Must be able to work on foot near heavy traffic. Must be able to work in extreme weather conditions including wet, dusty and dirty environments. OR 3) The incumbent works in an air-conditioned office setting with artificial lighting and/or natural lighting. Above duties require the use of a computer for extended periods of time. Duties may also require the incumbent to sit for extended periods of time to perform the duties of the position. Duties may also require the incumbent to work overtime. The incumbent may occasionally be required to work outdoors, on uneven terrain and in various weather conditions. The incumbent may also be required to travel overnight on short-term assignments throughout the Central Region or State for meetings, training or field/office job assignments.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

 EMPLOYEE (Print)

 EMPLOYEE (Signature)

 DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

 SUPERVISOR (Print)

 SUPERVISOR (Signature)

 DATE