

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Surveyor Party Chief	OFFICE/BRANCH/SECTION Transportation Surveyor Party Chief NROS – Redding	
WORKING TITLE Survey Crew Party Chief	POSITION NUMBER 928-201-3030--XXX	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 general supervision of a Senior Transportation Surveyor, the incumbent will plan and administer the work of a survey party, which makes preliminary, construction and cadastral surveys. Train subordinates to perform duties such as operation of precision surveying instruments, proper surveying procedures, equipment maintenance, survey calculations and note keeping. Possession of a valid California Land Surveyors' License is required.

**CORE COMPETENCIES:**

As a Transportation Surveyor Party Chief, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Innovation, Integrity, Pride)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, Integrity, Pride)
- **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 - Engagement, Equity, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	Plan, direct, and train field survey crew in all phases of field surveys utilizing correct methods and procedures to meet job requirements and specifications as outlined in the Caltrans Surveys Manual. Ensure all staff assigned are performing at an acceptable level and giving assistance to those needing guidance.

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20%	E	20% (E) Administer work to ensure quality, timeliness and accuracy of fieldwork assigned. Ensure all personnel documents and policies are adhered to and are produced by the crew members, verify that they are complete, accurate, legible. Provide approval signatures where required. Inform staff and guide them to understand all Department correspondence.
15%	E	Ensure all fieldwork is performed in a safe manner, adhering to the policies and procedures as directed by the Code of Safe Surveying Practices and the Caltrans Safety Manual.
15%	M	Process field work data on a computer and train staff to accomplish the same. Ensure crewmembers transport, store, maintain, and operate field-surveying equipment in the manner it was intended. Coordinate travel for self and field staff within the North Region, District 4, and possibly statewide. Ensure appropriate supplies required to perform tasks are available. Responsible for maintenance and records of vehicles assigned to crew.

<sup>1</sup>ESSENTIAL 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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervise members of a field survey party, generally three (3) to four (4) persons.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Journeyman's level of surveying procedures, equipment and calculations including total stations, data collectors, personal computers and G.P.S. Be knowledgeable in Caltrans policies and procedures.

Ability to: function at the journeyman surveyor level, be able to assess each survey project to determine the best way to perform the work safely and efficiently. Must be able to supervise people and manage surveyor work assignments.

Analytical Requirements: be able to analyze survey assignments normally encountered in transportation projects.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Effective management of a survey crew is necessary to ensure that the surveys are performed in an acceptable manner and to provide survey data or construction stakes when needed. Must be responsible for the accuracy and completeness of the survey data or construction stakes. Errors and omissions in survey data could require unnecessary and costly return to the jobsite for corrections. Errors in construction stakes could lead to costly corrections. Project delivery could be adversely affected by delays in delivery of survey data. Improper safety practices may result in injury to the traveling public or crew members.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to communicate both orally and in writing with the public, local agencies, contractors, and functional units within the Region, District, and Headquarters. May also have contact with the public in the field.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: This is a field position requiring the ability to perform such activities as hiking, sometimes carrying equipment up to 40 pounds, stooping, bending, lifting, sitting, walking or standing for long periods of time, as well as sitting in vehicles for long periods of time when traveling to remote work sites. May be required to walk or work on uneven paved or unpaved shoulders and right of way and along steep slopes and gullies as well as other various other physical tasks on an all-day basis.

Mental/Emotional: Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work under pressure. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making.

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### WORK ENVIRONMENT

This is a field position requiring the ability to work in a variety of weather conditions, from extreme heat to sub-freezing temperatures, as well as inclement weather under adverse traffic and terrain conditions. Percentages may vary depending on crew, geography, and season. May be exposed to environmental conditions including biting insects, snakes and poison oak.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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