

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION Division of Right of Way & Land Surveys, Office of Land Survey	
WORKING TITLE New Technology Systems Support	POSITION NUMBER 913-400-3029-006	REVISION DATE 09/23/2024

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 Senior Transportation Surveyor (Chief, Surveys Coordination), the incumbent is responsible for assisting with the evaluation, development, training, implementation, general and technical support relating to on-going and special projects as are identified by the Chief, Office of Land Surveys for the Department's field and office surveying functions. This position receives functional guidance from the Chief, New Technology Systems in the Office of Land Surveys, Division of Right of Way and Land Surveys.

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 - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety First, Cultivate Excellence - Engagement, Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, 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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence - Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Provides general and technical support for the Chief of New Technology Systems tasked with supporting the statewide Caltrans Surveying and Right of Way (RW) Engineering program activities. This support includes but is not limited to: Laser Imaging, Detection and Ranging (LiDAR) systems, Unmanned Aircraft Systems (UAS), Caltrans Spatial Reference Network (CTSRN), trainings, procurement and CAL-Card purchases. Statewide-travel is required in support of project delivery.

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30%	E	Provides technical input, research, documentation and reporting in support of new technology, software and hardware uses statewide. Assists with researching and drafting grants for State and Federal initiatives; supports new and ongoing research projects both internally and with our industry partners. Compiles reports for technical committees and quality management efforts involving Land Surveys program representatives.
25%	E	In support of the Department's Quality Management Assurance program this position will assist in developing, implementing, monitoring, and evaluating quality improvement programs and training efforts within the Land Surveys program. Assists with testing field equipment, office software and new technology platforms to develop workflow documentation and training aides. Serves as a liaison with Caltrans Quality Improvement programs as when needed.
5%	M	This position will additionally assists the Chief, Surveys Coordination with other work related to the statewide functional management of the Land Survey and Right of Way Engineering functions.

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

This position does not supervise others directly but may act as a lead for one or two assistants assigned to assist with the incumbent duties. The incumbent may lead Departmental task forces and committees on specific topics. The incumbent will coordinate activities closely with staff in the districts and other Headquarters functional units.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The minimum requirements are as stated in the specifications for Transportation Surveyor class.

Required Knowledge and Abilities:

Must have knowledge of: general computer systems and applications; MS Excel, MS Word and MS Power Point; MicroStation, Civil 3D or similar engineering Computer Aided Drafting and Design (CADD) software; drafting and mapping principles and procedures; data collection and processing, digital terrain modeling, construction surveying, the mathematics of plane and geodetic surveying; the California Coordinate System; principles and practices of boundary determination.

In addition, this position requires extensive analytical experience and the ability to evaluate high-technology computer hardware and software, applying this technology to the Department's office data processing needs. The tasks performed are complex, detailed and varied and require the incumbent to be innovative and creative to provide the Surveys function with office/field surveying systems that meet the needs of the Department. The incumbent must also provide appropriate advice regarding such policies and procedures to district Surveys personnel; prepare clear and comprehensive reports and technical correspondence; make verbal presentations; review the work of others for compliance with legal requirements, policies and specifications; work effectively with others as a member of an interdisciplinary team; and work independently on the development and monitoring of all phases of the Right of Way Engineering and Surveys office/field functions, including preparing and delivering effective lesson plans, and effectively communicate both orally and in writing.

Desirable Knowledge and Abilities:

In addition to the required knowledge and abilities described above, knowledge and/or abilities with regard to any of the following is considered desirable: recent experience with Civil 3D data import/export, coordinate geometry, and annotation functions; recent experience with CADD software; recent experience with current Caltrans Surveys office processing software, Surveys data collection software and field equipment. Knowledge of Unmanned Aircraft Systems (UAS) data collection methods, possession of FAA part 107 certification, Mobile Terrestrial Laser Scanner (MTLS) and Terrestrial Laser Scanners (TLS) technology. Recent experience with Microsoft Office programs (specifically: Word, Excel, Power Point and Access).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made and actions taken by this position affect the methods and economies of the Department's Surveying operations and its ability to meet Project Delivery. They also affect the Department's effectiveness in (a) staying abreast of, and implementing, changes in technology, (b) developing and implementing data flow processes and the training of employees. Poor decisions, judgments and recommendations could result in failure of the district and regional Surveying functional units to perform assigned tasks in a legal or proper manner resulting in possible delays in project delivery, or resulting in costlier products and delays in the Department's program.

PUBLIC AND INTERNAL CONTACTS

The incumbent has considerable contact with others. These contacts include: (a) provides support to district rank and file surveyors on a daily basis, (b) Surveys managers and supervisors on a frequent basis, (c) Caltrans rank and file surveyors during training sessions and, (d) equipment and software vendors on a frequent basis, and (e) other private and public surveyors on an infrequent basis.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Must value cultural diversity and other individual differences in the workforce; behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; must have the ability to resolve conflicts in a reasonable and diplomatic manner; must be able to develop and maintain cooperative working relationships. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

Employee will partially work in a climate-controlled office under artificial lighting. Employee will work in a variety of weather conditions from extreme heat to extreme cold and around moving vehicles while collecting data, testing equipment or conducting training. Travel may be required.

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.)

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.

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

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