

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Surveyor Party Chief	OFFICE/BRANCH/SECTION District 11 / Division of Land Surveys / Field Surveys	
WORKING TITLE Party Chief	POSITION NUMBER 911-308-3030-911	REVISION DATE 2/15/2024

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, the Party Chief administers professional land survey tasks in the Field Branch of the Land Surveys Division. The incumbent plans and organizes the work of a land surveys field crew; coordinates field survey activities with Caltrans construction inspectors, design engineers, and contractors; and performs a wide variety of difficult and complex professional surveying work while exercising independent professional judgment in responsible charge assignments.

Possession of a valid California Land Surveyors' License issued by the State of California Board of Registration for Professional Engineers and Land Surveyors is required for this position.

**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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, 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 - Engagement, Innovation)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation, 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. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **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, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence - Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Strengthen Stewardship and Drive Efficiency - Innovation)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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35%	E	Plans and organizes the work of a land surveys field crew while adhering to Departmental plans, standards, policies, and procedures for planning, design, right of way, and construction as they relate to surveying. Oversees the work methods and safety practices of the survey party per Departmental safety regulations. Ensures that all safety rules and procedures are followed and that all work is performed in a safe manner per regulations. Supervises and directs survey party personnel in all aspects of the performance of field surveying activities. Administers safety meetings to ensure staff are consistently informed of Departmental safety protocols.
35%	E	Coordinates field survey activities with Caltrans construction inspectors, design engineers, and contractors. Performs complex computations in all phases of land surveying, including Topographic, Construction, Control Surveys, Record Research, and calculations to facilitate the location of major and minor freeway structures. Signs and seals documents per the Professional Land Surveyors' Act as needed. Keeps the Resident Engineer informed of pertinent construction staking issues and accepts construction staking requests only from the Resident Engineer. Keeps adequate records of State-furnished construction staking efforts (work accomplished, dates, time and resources required, survey data and re-staking) per policy and procedure.
20%	E	As a first line supervisor, provides active feedback to employees on performance appraisals and takes timely action on disciplinary matters while adhering to the Departments' Mission, Vision, and Goals. Ensures that all staff are aware of and follow the Letter of Expectations (LOE) memorandum, Departmental Policies and Directives. Prepares annual Individual Development Plans (IDPs) for all assigned employees and works with them directly on training goals, career development, and equipment needs while fostering a team-oriented, innovative work environment that is free of harassment per the Departments' Mission, Vision, Goals and Values. Supervises, hires, develops, and trains staff. Clearly communicates the organization's mission, vision, and strategic plan and strategies. Ensures that staff are familiar with the Letter of Expectations (LOE) and Department policies and directives. Provides staff the resources needed to perform their duties successfully (e.g., tools, equipment, materials, training.) Schedules work assignments, establishes priorities, and directs the work of staff making adjustments as necessary due to changing priorities of the District and Department. Provides feedback on job performance to the employee that entails critical, constructive, and oral and written feedback through the regular monitoring of their productivity and workload. Prepares timely probation reports, annual performance review, and individual development plans; provides training opportunities within the unit. Ensures staff attend mandated training. Takes the necessary appropriate actions to address performance issues; works with the District Discipline Manager and the Office of Discipline Services to immediately address all issues.
10%	M	Researches specific project problems and issues encountered during the course of work and resolves them at the lowest level possible. Works cooperatively with Design, Resident Engineer, and the Construction Notes Unit to resolve a variety of issues.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The incumbent supervises a party of two to five employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Fundamental surveying, mathematics, and basic science as applied to surveying; methods of precise survey measuring; use and adjustment of precision surveying instruments; procedures, equipment, and materials used in surveying, including conventional and state of the art; mapping and drafting techniques; mathematics and procedures used in plane and geodetic surveying; computer applications and usage; the California Coordinate System; Code of Safe Surveying Practices; photogrammetric mapping procedures; principles and practices of boundary determination, land title research, and surveying; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of property; real property acquisition and mapping laws pertaining to public and private ownership of real property; monumentation of facilities; the Land Surveyors' Act; the Subdivision Map Act; factors which influence the impact of departmental projects on property and basic net; right of way engineering projects; planning, design, construction, and right of way procedures and policies as they relate to surveys; departmental plans, standards, policies, and procedures for planning, design, right of way, and construction as they relate to surveys; methods, equipment, and materials used in surveying and mapping of State facilities; computers and state-of-the-art surveying and related equipment; principles of effective communication; principles of effective personnel management and supervision; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and

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employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. Ability to: Supervise the work of surveyors; plan and direct the work of a survey party; make precise survey measurements; interpret legal descriptions of real property; make and interpret the less difficult survey calculations; apply and utilize the principles of the California Coordinate System; research, analyze, check, and adjust survey data; research and compile evidence and documentation for boundary determination; assist in planning, directing, and coordinating the work of a group of survey or right of way engineering personnel; do mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; write property descriptions and prepare legal land documents and descriptions; operate precise surveying instruments (conventional and state of the art); establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively; make necessary corrections and/or revisions to construction plans, under direction of the Resident Engineer, when required to meet field conditions and/or comply with policies and standards; plan and direct the work of a staff engaged in field survey work; plan and direct the work of a staff engaged in resolution of legal property descriptions; prepare clear and comprehensive reports and technical correspondence; review the work of others for compliance with legal requirements, policies, and specifications; analyze situations accurately and adopt an effective course of action; effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Analytical requirements: Incumbent must analyze situations accurately and adopt an effective course of action. Additionally, the incumbent performs calculations, records survey notes and any additional records developed for all types of land and engineering surveys.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for decisions and judgments pertaining to the duties listed above and the safety of subordinate personnel. Poor judgment and interpretation could result in project delays resulting in costly overruns and/or contract change orders. Additionally, not adhering to safety protocol could result in injury or death.

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent has constant interaction with Departmental staff of all levels, inspectors, and contract personnel and has intermittent contact with Project and Design Engineers, consultants, Right of Way personnel, and occasional contact with property owners and the general public. Incumbent is expected to maintain cooperative working relationships with those contacted during the course of work.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

This position requires the use of heavy-duty work clothes and safety equipment. Manual labor can be intense and frequent, from clearing brush in tick-infested mountains to driving survey stakes and markers with sledge hammers for extended periods of time. Extensive walking and transporting of stakes, supply/equipment bags and hi-tech surveying equipment is necessary. There is a constant concern that the work is being done properly and accurately - there is no room for mistakes as this is the final task that locates where the facility is to be built. The incumbent must ensure that they and the party complete all projects on schedule to accommodate the contractor so as to avoid claims against the Department. Incumbent is required to be tolerant of working within close proximity to high-speed traffic, as well as noisy conditions associated with heavy machinery.

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**WORK ENVIRONMENT**

Nearly all work is accomplished out-of-doors in remote areas, along the traveled way of highways, in heavy construction zones, on bridge caps and piles, mountain tops, desert valleys and on the property of private citizens. Work is performed in all weather conditions, including the desert heat in the summer and mountain cold in the winter. The incumbent is expected to travel throughout District 11, which includes San Diego and Imperial Counties. A valid driver's license is required to operate a State-owned or leased vehicle.

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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.)

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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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