

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Surveyor Party Chief	OFFICE/BRANCH/SECTION Central Region / PJD / Design V	
WORKING TITLE Party Chief	POSITION NUMBER 906-205-3030-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 direction of a Senior Transportation Surveyor (Caltrans) the incumbent supervises, plans, coordinates and participates in the daily operations of a field survey crew while performing a wide variety of professional land surveying work, in a field setting.

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, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Pride)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Equity)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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50%	E	As a working member of a Survey Crew, the incumbent directs and assists a field survey crew in daily assignments. Plans location and safety of crew work. Oversees tailgate safety meetings every 10 working days or more often as needed. Verifies project datums and project control. Directs survey crew in procedures to be used in field work in conformance with the Surveys Manual. In consultation with the Senior Transportation Surveyor, determines the most appropriate survey methods and procedures to use on a particular project. Assigns tasks or survey crews members. Exercises "responsible charge" of crew's survey work as defined in the Land Surveyor's Act. Ensures that daily field survey operations are in compliance with legal requirements, policies and specifications.
20%	E	Analyzes and processes field data collected by survey crew. Checks accuracy of work using least squares and DTM software. Verifies accuracy of construction staking done by crew. Produces a field Survey Party Report for complete projects.
20%	E	As supervisor, directs the development and training of survey crew members. This includes but is not limited to, on the job training, state sponsored training classes and annual individual Development Plan review with crew members. Evaluates probationary employees. Initiates corrective actions when necessary. Approves and verifies crew time and project charges.
10%	M	Performs traffic control. This includes but is not limited to setting signs, cones, flagging traffic and locating barrier vehicles.

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

Supervises up to three employees, in the field operations necessary to fulfill survey requests, monitors state vehicles, equipment usage, overtime expenditures and travel expense claims. Reports any misuse or abuse to the Senior Transportation Surveyor.

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

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.

Analytical Requirements:

- Analyzes proposed projects and determines how to accomplish the desired results with the most effective methods.
- The incumbent is to be alert for, and bring to the attention of the Senior Transportation Surveyor CT, methods or procedures that may reduce the costs or increase the safety the efficiency of survey operations.
- Must be able to analyze electronic survey data for errors and be able to correct those errors.
- Incumbent must be familiar with project management techniques utilized to manage large engineering and surveying projects.
- Understand and follow brief written instructions and directions for the completion of assigned work tasks.
- Understand and follow complex detailed written instructions and directions for the completion of assigned work tasks.
- Understand and follow procedures outlines in the Caltrans Survey Manual and Caltrans Safety Manual.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decision could affect public welfare or result in tort liability for the Department. Inaccurate, delayed or incomplete surveys may result in added costs due to delay charges and reconstruction.

PUBLIC AND INTERNAL CONTACTS

The Transportation Surveyor Party Chief is regularly in contact with persons outside the Surveys Branch. This would include other agencies and the Maintenance, Construction, Right of Way and Project Development Branches. This position also requires

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random, informal contact with the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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 no limited to, shovels, digging bars, sledge hammers and jack hammers. Must be able to handle interpersonal conflict, be able to communicate with others effectively, promote teamwork and act with courtesy towards co-workers and the public.

WORK ENVIRONMENT

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.

Must be able to drive any type of vehicle, requiring a Class "C" license, in heavy freeway and highway traffic.

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
