

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION NR Office of Surveyors/Redding Office	
WORKING TITLE Regional A&E Oversight and Support	POSITION NUMBER 928-201-3029-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Supervising Transportation Surveyor, and in support of the North Region Office of Surveys, Branch Chiefs, responsibilities include coordination and preparation of A&E Task Orders, coordination and verification of resources utilized for Architectural & Engineering (A&E) work, is the North Region Office of Surveyors Task Order Manager, oversight to A&E staff as well as providing progress reports on task deliverable status. Is liaison with A&E Consultant staff, Office Chief, Branch Chiefs, and Project Management. Will provide Contract administration and mentoring for NROS training program.

Possession of a valid California Land Surveyor's License is required.

A valid driver's license is required when operating a state owned or leased vehicle.

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. (Cultivate Excellence - 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. (Cultivate Excellence - Engagement)
- **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 - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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 - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Innovation)

TYPICAL DUTIES:

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

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25%	E	Assists the Task Order Manager for the North Region Office of Surveyors working in conjunction with the team to identify and coordinate the utilization of A&E consultant staff to meet our survey needs. Incumbent is open, honest and authentic while building trust with all staff through timely communication of issues facing the Department, Region, Districts or unit in which they work with. Supports supervisors at all levels as they break through barriers to assist staff to be more efficient, innovative, flexible, and productive in their work environment. Values and recognizes good work products. Recognizes, accepts and learns from failures within the team and builds upon them to encourage and not deflate the team. Challenges existing process, business practices, organizational structure, policies, standards, and all procedures in order to continuously improve what we do. Coordinate and ensure compliance with all policies and procedures.
25%	E	Plans, and requests the field operations of one to six survey crews consisting of four to twenty consultant staff members, or Caltrans staff, performing topographic, cadastral, and right of way surveys. Additionally, will provide direction to consultant office staff with research, data retrieval, map production and archiving in the North Region Office of Surveyors. Provides QA\QC on all field and office monumentation products from the consultant. Produces work products based upon research and deliveries of others. Prepares Task Orders for the North Region Office of Surveys in coordination with the Branch Senior for the utilization of A&E staff and turn-key tasks, as the need arises for office and field operations.
20%	E	Provides QC/QA of Task Order deliverables working in coordination with the requesting Senior. Ensure all deliverables meet standards and specifications as outlined in the Task Order. Review Draft Task Orders, Invoices and Consultant deliverables. Fill out Consultant evaluation forms as requested. Acts as Liaison between A&E Senior, Office and Field Seniors, survey crews and office staff and A&E Consultant.
20%	E	Reports weekly to the Senior Transportation Surveyor on activities and progress. Work with project management and the Contract Services Unit to appropriate the necessary funds for consultant task orders. Attends meetings related to task management and task order management on all assigned projects.
10%	M	Provide backup resources for Right of Way Engineering, Office and Field Surveys. Work with Senior TS to provide additional support for excess work. Produce Legal Descriptions, Appraisal Maps, Right of Way Records Map, Record of Surveys, etc as requested. Work closely with more experienced Surveyors to increase knowledge of Surveys process.

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

N/A

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Methods, equipment and materials used in surveying.
- Survey mapping techniques.
- Plane and geodetic surveying, including computer applications and usage, adjustments and state plane coordinate systems.
- Principles and practices of boundary determination and land title research, including legal descriptions of real property, ownership determination and real property acquisition.
- Departmental plans, standards, policies and procedures, right-of-way and related surveys.
- Principles of effective communication.
- All highway survey needs and procedures and the latest survey equipment.

Ability to:

- Deal effectively with people.
- Organize Task Order work flow, budget and time line.
- Plan and direct the work of a survey party.
- Produce survey and CADD deliverables that comply with laws, regulations, policies and standards.

Analytical Requirements:

Incumbents perform a wide variety of difficult and complex professional surveying work and exercise independent judgment in responsible charge assignments. Since requests vary greatly, the incumbent has the responsibility to determine what procedure

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will be used to safely and efficiently accomplish said assignments.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in field location of property lines or right of way lines may lead to encroachments and/or defects in the State's title, exposing the State to various liability claims. Mistakes in cartography, will lead to rework and confusion greatly increasing costs to the State. Errors in judgement may impact the safety of workers and the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent may provide liaison between Caltrans and county agencies, Caltrans North Region Survey offices, the Contract Support Unit and Caltrans Project Management.

Provide responsive high quality courteous service to State employees and coworkers, representatives of outside agencies, consultants and contractors, and members of the public. Providing accurate and complete up to date information, in a timely manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: This is an occasional 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.

Must be an active listener and may be asked to mentor NROS staff participating in the NROS training program.

WORK ENVIRONMENT

This is an office position with occasional field visits. Incumbent must be able to work in the field and office environment with people of many personality types. Requires the ability to work in a variety of weather conditions, from extreme heat to, able to sit for long periods of time, and able to go on occasional field visits.

Requires the ability to be a mentor.

Travel is required in the Region. Incumbent will be required to stay out when over 50 miles with few exceptions.

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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.)

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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