

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Surveyor	OFFICE/BRANCH/SECTION DES/Structure Design/Office of Photogrammetry & PI	
WORKING TITLE Aerial Surveys Contract Task Manager	POSITION NUMBER 559-240-3031-020	REVISION DATE 11/13/2024

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 general supervision of the Chief, Office of Photogrammetry and Preliminary Investigation (a Supervising Transportation Surveyor), the incumbent provides the overlapping expertise of LiDAR and other remote sensing techniques, with photogrammetric products and services to effectively manage tasks under consultant contracts and to investigate and implement emerging technologies that fully meet the current and future needs of Caltrans transportation engineering staff.

**CORE COMPETENCIES:**

As a Senior 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **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 - Innovation, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
45% E	Consultant Contract Task Manager for the statewide On-Call Professional Photogrammetric and Aerial LiDAR Services contract, an Architectural and Engineering services (A&E) Qualifications Based Selection (QBS) contract. In cooperation with the Consultant, selects the most suitable project approach to fulfill the transportation engineering needs of the project; negotiates on-call task orders on routine and expedited schedules; manages task orders including scope, schedule, and cost. Responsible for reviewing and accepting Quality Control Plans, deliverables, and invoices.

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25%	E	Investigates emerging technologies for application within the GIS, remote sensing, photogrammetric, and LiDAR point cloud workflows to more effectively support Caltrans transportation engineering activities. Coordinates the development of implementation plans and written procedures with staff.
20%	E	Maintains contract files and develops replacement contracts. Assists with development of replacement contracts. Incumbent fosters and maintains cordial and professional working relationships with Consultant staff, DES Resource Management staff, DPAC staff, District staff, as well as internal staff.
5%	E	Ensures specialized photogrammetric equipment and software is continuously covered under maintenance agreements to maximize operational availability. Coordinates with DES Resource Management staff and DPAC staff to fund and procure maintenance. Maintains system documentation.
5%	M	Coordinates updates with staff and maintains ISO 9001 QMP for the Office of Photogrammetry and Preliminary Investigations.

<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

Receives general direction and guidance from the Office Chief, Office of Photogrammetry and Preliminary Investigation. This position does not supervise staff.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent shall be knowledgeable in Caltrans A&E contract task order management including developing scopes of work, writing task orders, project management techniques, approving invoices, and monitoring A&E contract budgets.

The incumbent will have broad knowledge of Lidar point cloud and photogrammetric mapping procedures, accuracy specifications, digital terrain models and CAD mapping procedures.

The incumbent will have broad knowledge of personal computer application software including word processing, spreadsheets, databases, and geospatial workstation softwares including, Terrasolid, MicroStation, ESRI and Civil3D.

The incumbent will have broad knowledge of Departmental plans, standards, policies and procedures for planning, design, right of way acquisition, and construction as they relate to surveys and mapping; the Department's contracting procedures; principles of effective communication.

Licensing Requirement: Must be legally authorized to perform Land Surveying in California.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes independent judgments and decisions. Poor judgment and decisions affect the economies, schedules and quality of transportation projects. Photogrammetric and aerial lidar products and services are critical inputs to the Project Development effort. Actions which adversely effect these products directly impact the Department's ability to meet the Transportation Program according to the Department's Delivery Plan and to develop quality engineering designs.

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### PUBLIC AND INTERNAL CONTACTS

Extensive internal interaction with department staff is required. Extensive external interaction with contractors and vendors is required.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to interact, develop and maintain cooperative working relationships.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks and projects with short notice.

The incumbent may be required to sit for long periods of time using a keyboard, mouse devices, and video display monitor. The incumbent may also be required to move large or cumbersome plans and diagrams from one location to another. Occasional bending, stooping, and kneeling may be required.

Must value cultural diversity and other individual differences in the workforce.

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### WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office under artificial lighting. The incumbent may be required to travel periodically and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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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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