

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION District 09, Surveys	
WORKING TITLE Office Surveyor (Ranges A-D)	POSITION NUMBER 909-205-3029-009	REVISION DATE 11/05/2024

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 supervision of a Senior Transportation Surveyor the incumbant works approximately 65% in an office with duties that include, but is not limited to, researching records, performing complex surveying calculations including boundary determination, preparing field files, analyzing field data, preparing surveying maps. The remaining 35% of work will be functioning as a member of a field crew. Field crew activities include a wide variety of professional land surveying work under the direction of a Transportation Surveyor Party Chief. Transportation Surveyors, Range A-C, will often work under the technical direction of a Transportation Surveyor Range D, who may work in the capacity of a lead person. Range D requires a Land Surveyor license or pre-1982 Civil Engineer license by the California Board for Professional Engineers and Land Surveyors. Telework for office duties may be performed. The amount and availability of telework and/or office work will be determined by the Department based on the functions of each position.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - 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 - 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. (Advance Equity and Livability in all Communities - 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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. (Safety First - Equity)
- **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. (Advance Equity and Livability in all Communities - Innovation)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence - Innovation, Pride)

TYPICAL DUTIES:

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

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40%	E	Regularly is involved in the preparation of the field staking packages for the field survey crews. This includes the attendance of project meetings (including constructability review meetings) and the review of plans, staking notes, cross sections and other information supplied for the design of projects. Creates alignments from information supplied by Design. Works with Design to resolve technical issues related to preparing staking notes. Prepare field package for the survey crew containing pertinent survey data (ie alignments, control, maps). This includes researching and analyzing record information. Maintains, updates and researches CT survey records.
25%	E	Operate Total Station, GPS, and Digital Level and the software in the acquisition of the survey data; process field survey data, check for accuracy of work using least squares and DTM software; perform calculations incidental to the construction staking process; verify the accuracy of construction stakes set to reflect construction plans.
15%	E	Prepare the following types of maps and accompanying documents using current Caltrans software: - Various R/W maps including appraisal maps, record maps, federal application maps, Director's Deed maps, condemnation maps and exhibits. - Digital terrain model maps. - Record of Survey maps for new R/W monumentation.
10%	E	Keep accurate and complete survey notes both of field and office work performed.
5%	M	Check quality and accuracy of the technical work of other CT survey staff. Performs oversight activities to ensure that surveying and right of way engineering work by others (consultants, local agencies, developers) on State highway improvement projects conforms to minimum Caltrans standards, practices and procedures.
5%	M	Briefs the first-line supervisor on the status and progress of projects. Processes requests for survey information from the public.

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

None, but may act as a lead person in the absence of a Senior Transportation Surveyor or as a lead person responsible for the technical work of other rank and file employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent will have knowledge of:

- Mathematics - including algebra, geometry and trigonometry
- Land Surveying
- Legal Descriptions
- Principles of Land Title
- California Coordinate System
- Computers and surveying and CAD software
- Surveying methods, equipment and procedures
- Safety policies and procedures

The incumbent should have the ability to:

- Produce clear, accurate and professional looking maps.
- Make accurate surveying calculations.
- Convert between US units and metric units of measure.
- Work well with others.
- Complete work assignments involving much detail and requiring a high degree of accuracy.
- Comply with Department and District policies and procedures.
- Communicate effectively, both orally and in writing.
- Exercise sound judgment and common sense when making decisions and formulating actions.

The incumbent must possess the ability to:

- Analyze survey data, maps and legal descriptions.
- Perform surveying calculations involving geometry, trigonometry and the California Coordinate System.
- Interpret field survey data and how to correctly process it.

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- Effectively utilize surveying and CAD software systems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors caused by inaccurate maps and legal descriptions could result in time and dollar losses and in project delays. Failure to provide accurate R/W and survey information could cause delays and monetary losses to others and injure the Department's credibility and public image. Inaccurate survey data could result in increased project costs and delays. Poor judgment regarding safety in the field could endanger self or the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact, both written and verbal, with Caltrans staff, public agency staff, the general public, and consultant surveyors and engineers. He/she must have a professional attitude and must treat others with courtesy and respect.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Office assignments may be performed via Telework. The incumbent should be able to sit for extended periods of time. He/she Must be able to walk for extended periods over uneven, rough and varying terrain. Must be able to move 50 lbs. from one location to another. Must possess the ability to stand for prolonged periods of time. Must be able to take direction constructively, work cooperatively as a team member and act with courtesy to co-workers and the public.

WORK ENVIRONMENT

The incumbent will work 65% in a heated/air conditioned office setting with artificial lighting and/or natural lighting. Above duties require the use of a computer for extended periods. Duties may require the incumbent to sit for extended periods of time for the performance of the above duties. Work will be 35% in the field and may require incumbent 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 operate any type of vehicle requiring a Class "C" license, in heavy freeway and highway traffic. The incumbent may also be required to travel overnight occasionally to meetings or training throughout the State.

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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