

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION District 8/Right of Way and Land Surveyors/Office Support	
WORKING TITLE Transportation Surveyor Project Support	POSITION NUMBER 908-302-3029-023	REVISION DATE 01/22/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the supervision of a Senior Transportation Surveyor, employee will perform a wide variety of tasks related to land surveying generally in an office setting. Employee's primary function is that of a Project Surveyor; preparing field packages, checking the quality and accuracy of survey data, and creating office deliverables. The incumbent will be assigned work based on Divisional and/or Departmental needs and may be assigned to any office within District 8, which includes San Bernardino and Riverside Counties. Telework may be available for a portion of the employees time base, at management's discretion.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Pride)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity - Equity)
- **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. (Employee Excellence - Collaboration)
- **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. (Equity - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - People First)
- **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. (Prosperity - Stewardship)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Safety - People First)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation)

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Performs, prepares, and compiles necessary research and analysis of record data in support of field crews, office staff, Headquarters, agency partners, and private surveyors. Performs complex computer tasks and calculations relating to the imaging, transformation, referencing, displaying, and plotting of various data sets and information. Reviews, analyzes, calculates, and adjusts survey data; prepares survey records and reports, and prepares mapping products and deliverables to facilitate project delivery and records maintenance.
20%	E	Assists in organizing and managing the Division's survey data in our Geographic Information System (GIS), other electronic storage platforms, and hard-copy format as needed. Assists Senior in scope and resource estimates and work planning.

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20%	E	Accurately reports work and time charges in the Time Reporting System provided and in Work Diaries. Assists supervisor in providing basic, informal on-the-job training as needed. Assists in employing and developing best practices for survey data management and surveying procedures. Assists Senior and Manager with reporting, scheduling, and tracking task delivery on active, past, and future projects.
10%	M	May act as a lead person to facilitate the production of data and deliverables. Performs on site and off site reviews of field project locations to evaluate safety and scope of work requirements. Occasionally performs duties related to field surveying.

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

May work in a lead capacity with co-workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A Transportation Surveyor must have a good working knowledge of the fundamentals of land surveying. The following knowledge, abilities, and skill sets are requirements necessary for this position:

- Knowledge of mathematics and basic science as applicable to land surveying (includes: algebra, geometry, trigonometry, and error analysis); thorough understanding of Land Surveying Basics, including USPLSS, Principles of Land Title, Units of Measurement; Error Theory and Analysis, and State Plane Coordinate Systems (emphasis on CCS).
- Knowledge of computers and ability to use basic word processing, spreadsheet, email, and scheduling programs.
- Knowledge of and ability to utilize various surveying and mapping computer programs, including CAD.
- Ability to learn / perform complex computations and adjustments utilizing various surveying tools, software, methods and procedures.
- Understand conventional and state-of-the-art surveying tools and equipment.
- Ability to research and compile evidence and documentation in support of boundary determination, survey control establishment and analysis, and various other project requirements.
- Knowledge of methods of boundary analysis and determination including the ability to interpret legal descriptions.
- Knowledge of the principles of boundary control, legal principles, and evidence and procedures for boundary location; land surveying techniques in performing surveying activities; ability to understand and interpret survey information, the and ability to interpret and explain drawings and details for construction projects.
- Familiarity with and understanding of the Public Resources Code (including Land Surveyor's Act), Subdivision Map Act, and the Rules and Regulations of the Board of Registration for Engineers and Land Surveyors.

The incumbent must have the ability to:

- Communicate effectively with the public and other Caltrans staff;
- Effectively utilize new technology and procedures on project work;
- Exercise sound judgment and common sense when making decisions and formulating actions;
- Solve simple and complex surveying problems using mathematics and basic surveying principles;
- Perform, check, and verify the accuracy of surveying and R/W engineering calculations, including but not limited to, traverses, alignments, area, construction staking, and earthwork quantities;
- Read and comprehend, in both hard copy and online formats, a variety of departmental manuals, procedures, and guidelines including the Caltrans Surveys Manual, Caltrans Safety Manual, and the Caltrans Right of Way Manual;
- Interpret, understand, and produce maps and drawings depicting specific locales/regions, topograph clients, and management.
- Perform work with attention to detail, due diligence, and professional care.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for assisting, or leading a group of survey personnel in the research, analysis, checking, and adjustment of survey data. Individuals, if directed, may assist with contract administration, report preparation, consultant oversight, and may assist in interpretation of various map types and data for departmental use. The effects of poor decisions relating to any of these items could translate into additional delays, costs, and/or claims against the State of California.

PUBLIC AND INTERNAL CONTACTS

Internal contacts may be made throughout the Department at all levels and with all Divisions. External contacts may include those with other state, local, and federal agencies as well as private surveyors, private citizens, and consultant contractors. These contacts may be written or verbal, as needed or directed, to perform required assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**Physical**

The incumbent's normal assignments are within District 8 which includes San Bernardino/Riverside Counties but can on

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occasions include temporary assignments statewide. Since the Land Surveying department delivers many different products of information, changes in work assignments are frequent and unpredictable. Since the Physical environment is directly linked to work assignments, any or all of the following conditions may be met:

- Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams from one location to another.
- Frequent, substantial or unexpected workload changes which can dictate rescheduling or reassigning of work as needed;
- Must travel, work and live at or near remote work assignments for various lengths of time as projects dictate. Out of town assignments are described as locations outside a 50-mile radius from the District office;
- Must be able to transport survey equipment, hand tools and materials in an outdoor setting through various types of terrain as needed to complete the necessary task
- May require operating a motor vehicle for prolonged periods of time while traveling to, from and during work assignments.
- Overtime may be required and vacations may be restricted as departmental workload dictates.

Mental

- Must have the ability to be multi-tasked and organized, adapt to changes in priorities, and complete tasks and projects with short notice.
- Must be able to communicate ideas, issues, and possible solutions as they relate to particular tasks and/or projects.
- Must be able to maintain sustained mental concentration and alertness for prolonged periods while performing complex tasks.
- Must be able to work well with others, in both individual and team orientated tasks.

Emotional

- The position requires interaction with field survey personnel, office personnel, supervisors, management and our clients. It is important that employees work with others to develop and maintain cooperative relationships.
- Ability to establish and maintain friendly, business-like relations with those contacted in the course of the work.
- Must be able to handle irate public in a calm manner.
- Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even while working under adverse conditions.
- Is open to change; adapts behavior and work methods when presented with new ideas, changing conditions or unexpected obstacles.
- Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.
- Values cultural diversity and other individual differences in the workforce.

Mental

- Must have the ability to be multi-tasked, adapt to changes in priorities, and complete tasks or projects with short notice.
- Must be able to maintain a sustained mental alertness and concentration for prolonged periods of time while performing tasks assigned to them relating to various projects.
- Must be able to effectively communicate ideas, issues, and possible solutions as they relate to a particular task or project.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Occasional travel may be required. The incumbent works in an air-conditioned office setting with artificial lighting and/or natural lighting. Above duties require the use of a computer for extended periods of time. Duties may also require the incumbent to sit for extended periods of time to perform the duties of the position. Duties may also require the incumbent to work overtime. The incumbent may occasionally be required to work outdoors, on uneven terrain, and in various weather conditions. The incumbent may also be required to travel overnight on short-term assignments throughout the District for meetings, training, or field/office job assignments.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate."

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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.

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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