

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Trans Surveyor Party Chief	OFFICE/BRANCH/SECTION Design / Surveys	
WORKING TITLE Transportation Surveyor Party Chief	POSITION NUMBER 907-302-3020-xxx	REVISION DATE 04/12/2022

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, incumbents perform a wide variety of tasks related to land surveying in a field setting. Incumbents are assigned difficult and complex tasks and function as a supervisor of a field crew. In this role, the incumbent plans, coordinates and participates in the activities and operations of various surveying tasks in the field.

CORE COMPETENCIES:

As a Trans 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Advance Equity and Livability in all Communities - 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Cultivate Excellence - Engagement)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Advance Equity and Livability in all Communities - Equity)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
70% E	In a field setting, directs and plans the daily assignments of the field survey crew. Plans the location, approach, and safety of the survey crew and ensures compliance with the Caltrans Surveys Manual. Exercises "responsible charge" of survey work as defined by the Land Surveyors' Act. Verifies and checks project control and datums, performs calculations, records, and evaluates field and record data, prepares reports and correspondence of a technical nature in support of engineering surveys, construction projects, control surveys, right-of-way surveys, and surveys for the Department's Legal Division. Responsible for the timely preparation of, completion, and filing of survey requests.

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10%	E	Performs administrative and supervisory tasks including: personnel performance reviews; verifies, reviews, and approves time sheet submissions, leave, and overtime usage; reviews vehicle maintenance and usage; reports any personal injuries and ensures conformance with the Caltrans Surveys Manual; initiates corrective action when necessary; evaluates probationary employees; responds to status update report enquiries and provides updates on progress.
10%	E	Provides on-the-job training to crew members so they become proficient in performing the necessary tasks of a survey crew. Develops their crew members along their professional journey so staff can reach their full potential.
5%	E	Acts as the primary person responsible for the proper operation, maintenance, and adjustment of all survey instruments assigned to the survey crew, such as digital levels, total stations, GNSS equipment, and other surveying equipment used in the setting and collecting of survey data. Maintains an accurate and current equipment inventory report and provides the Senior Transportation Surveyor with the anticipated annual needs to minimize downtime due to equipment issues.
5%	E	Responsible for the safety and health of crew members, monitors and tracks vehicle and equipment usage, and completes survey requests along with other assigned work. Takes appropriate action reporting any misuse or abuse to the Senior Transportation Surveyor.

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

Acts as the first-line supervisor and field survey party chief. Provides administrative support and directs the work of subordinates. Acts as the responsible charge registrant as directed by the Senior Transportation Surveyor and the chain of command.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A Transportation Surveyor Party Chief must possess an expert-level understanding of the technical aspects of land surveying in the field. This includes knowledge of mathematics and basic science as it applies to the land surveying profession. The following are knowledge, abilities and analytical requirements necessary for this position:

- Proper care, maintenance, and operation of various precision surveying instruments;
- Understand the methods used in the practice of land surveying as described in the Caltrans Surveys Manual;
- Understand and practice current Safety procedures as described in the Code of Safe Surveying Practices, the Caltrans Illness and Injury Prevention Program, and the Caltrans Safety Manual;
- Ability to direct the collection and operation of the Department's data collection system with regard to field collection methods, equipment, and its integration to office software applications;
- Ability to research, verifies, and analyze field survey data;
- Ability to analyze and interpret conflicting data and form valid conclusions;
- Knowledge and ability to utilize principles of algebra, geometry and trigonometry as used in plane and geodetic surveying;
- Ability to perform difficult and complex survey calculations;
- Knowledge of the California Coordinate System;
- Knowledge and understanding of the principles of land title, with regard to boundary location and determination.
- Ability to read, write and accurately interpret legal descriptions;
- Knowledge of the State of California's responsibility to perpetuate and monument existing facilities as defined in the Land Surveyors' Act;
- Ability to interpret preliminary design requests and construction plans;
- Ability to produce neat, accurate and professional looking field notes and reports;
- Ability to analyze proposed projects and make valid decisions to accomplish the desired results in the most efficient and safest manner possible;
- Understand and follow brief written and verbal instructions and directions for the completion of assigned work tasks within the allotted time frame;
- Ability to work well with others and the ability to practice the principles of effective communication;
- Recognize and report any possible hazards or safety violations that may adversely affect property, employees or the general public;
- Must possess a valid license as a professional land surveyor issued by the State of California Board of Professional Engineers, Land Surveyors, and Geologists.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decision could affect the safety of workers, the public's welfare or result in tort liability for the Department. Inaccurate, delayed, or incomplete surveys may result in project delays, erroneously constructed facilities ,or translate into added costs or claims against the State of California.

PUBLIC AND INTERNAL CONTACTS

Internal contacts may be made throughout the Department at all levels and within all Divisions. External contacts include those with other state agencies, local agencies, federal agencies, private surveyors, private citizens, consultants, and construction contractors. These contacts may be verbal or written, as needed to perform assignments. The incumbent may regularly act as a liaison between, the project engineer, the resident engineer, and various survey staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The normal work assignments of a Transportation Surveyor Party Chief are within Ventura County but on occasions may include temporary work assignments in Los Angeles County and statewide. Since the land surveying department delivers many different products of information, changes in work assignments are frequent and unpredictable. These changes require almost constant attention to work progress and to adjustments in plans and schedules; and the work situations are such that they demand of the supervisor qualities such as exceptional adaptability, ability to act quickly, and ability to withstand considerable and continuous pressure. The incumbent must be a solution-provider who shows flexibility and adaptability, with an ability to overcome temporary obstacles. Since the physical environment is directly linked to work assignments, any or all of the following conditions may be met:

- Frequent, substantial or unexpected workload changes which can dictate rescheduling or reassigning of work as needed;
- May require some travel to 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; or regional survey offices;
- 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. Must be able to move up to 60 lbs from one location to another;
- Requires frequent bending, stooping and kneeling. Must be able to stand for prolonged periods of time;
- Ability to exercise power grasping, repetitive motion and manual dexterity when using hand tools and survey equipment such as hammers, digging bars and shovels to perform routine tasks;
- Use of a pick, digging bar, or a shovel to excavate material in order to set or recover monuments, construction stakes, pipe driving, removal of asphalt, construction of concrete monuments. and any other work necessary to recover or establish survey monuments, or perform surveys;
- Must be able to communicate effectively;
- Requires 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, 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 working around heavy equipment and under variable traffic conditions.

EMOTIONAL:

- The position requires constant interaction with the survey crew members, Senior Transportation Surveyor, project and resident engineers, and others. It is important that the incumbent work with others to develop and maintain cooperative relationships, handle interpersonal conflict, and act with courtesy to co-workers and the public while maintaining a professional image;
- May be subject to interacting with emotionally upset individuals requiring the ability to handle situations such as irate public in a calm manor;
- Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even while working under adverse conditions;
- Must exercise sound judgment, and use common sense when making decisions and formulating actions;
- 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;
- Leads by example. Behaves in a fair, ethical, and professional manner toward others. Demonstrates a sense of responsibility and commitment to public service. Must possess maturity and self-awareness;
- The incumbent must be willing to improvise, adapt, and overcome obstacles to achieve district priorities. The ability to foresee pitfalls and provide practical solutions is essential;

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- The incumbent must be able to accommodate, listen, and converse with his/her staff on work-related items as well as personal issues;
- The individual must be able to convey his/her opinions and decision in a fair and compassionate way and to provide guidance or counseling whenever necessary;
- The incumbent must also stress and be able to provide an atmosphere of cooperation, sensitivity, openness, responsiveness, and professionalism in his/her daily activities;
- Must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

- Assignments are outdoors in various types of terrain and weather conditions and may include but are not limited to: exposure to dirt/noise, walking on uneven surfaces and/or rough terrain, working at great heights, poison oak, insect bites or stings, and chemicals;
- Assignments are usually within close proximity to vehicle traffic and heavy construction equipment;
- Possession of a valid driver's license is required to operate a State-owned or leased vehicle.

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