

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Surveyor	OFFICE/BRANCH/SECTION District 11/Division of Land Surveys/Field Surveys	
WORKING TITLE Land Surveys Field Branch Chief	POSITION NUMBER 911-308-3031-003	REVISION DATE 04/16/2025

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

GENERAL STATEMENT:

Under the general direction of the District Division Chief of the Division of Land Surveys, a Supervising Transportation Surveyor, the Senior Transportation Surveyor plans, organizes, supervises, and directs the field activities of three to five Transportation Surveyor Party Chiefs, personnel including other Professional Land Surveyors, technicians, interns, and student assistants, and all field related activities to support Caltrans' Mission, Vision, and Goals. Possession of a valid California Land Surveyor's license is required.

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- 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, Equity, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

35%	E	Supervises, manages, and directs land surveys staff in the Land Surveys Field Office performing all aspects of complex field surveying including but not limited to control surveys, design surveys, Mobile Terrestrial Laser Scanning/photo surveys, Unmanned Aircraft Systems (UAS) photogrammetry/LiDAR surveys, land net surveys, right of way surveys, Global Navigation Satellite System (GNSS) positioning infrastructure and techniques, construction surveys, 3D surface models, Building Information Modeling, mobile/aerial orthophoto surveys, manned photogrammetry surveys, data/records management, boundary determination, property acquisition support, map preparation, legal description writing, record research, final mapping products, asset management, Geographic Information System data, preparation of required documents to meet Caltrans and legal requirements per various State laws and codes and oversight of consultant surveys. Ensure compliance with the Caltrans Safety Manual and Caltrans Surveys Manual, including Code of Safe Surveying Practices. Prioritizes, schedules, and assigns survey project function to staff. Reviews staff work products for accuracy, completeness, and conformance with Caltrans standards and pertinent professional or legal requirements when necessary. Monitors project resources and schedules to ensure work is performed on budget and on schedule. Evaluates staff performance and resolves personnel matters; including Equal Employment Opportunity (EEO) matters.
20%	E	Provides Professional Land Surveyor's opinion, support, and advice to Project Management, Project Engineers, Caltrans' legal and other functional branches regarding land survey related issues, the California Professional Land Surveyors Act, datums, procedures, controlling elements of a survey, legal boundaries, ownership rights, schedules, and best practices to facilitate the successful completion of projects. Monitors production and establishes standards that can be used as a basis for work estimating norms and performance indicators. Promotes the use of new technology and ideas to increase efficiencies. Promotes and maintains a safe working environment for all employees per Caltrans Policies, Directives, and Safety Manuals.
20%	E	Works closely with Land Surveys Division Manager and other Land Surveys Division senior staff providing project support and coordinate smooth exchange of staff rotation to level workload, support succession planning and foster employee excellence. Meets at least weekly with other senior staff to review workload and expenditures on projects, Identify completed work products for use by other Land Surveys branches and ensures the smooth transfer of information. Evaluates required project deliverables and prepares task orders/work agreement estimates to determine the resources and time required to deliver them based upon work estimating norms and professional judgement. Negotiates adjustments in resource hours and temporary rotation of staff due to variable workload needs.
20%	E	Evaluates employee performance and behavior, prepares Probation Reports, expectations memorandums and Individual Development Plans and takes corrective action when necessary. Manages field surveys vehicle fleet, fleet cards, safety devices, surveying equipment and supplies. Acts as field surveys point of contact for Land Surveys A&E consultant contractor(s), District Motorpool, Division of Equipment maintenance Shop, District Warehouse and division purchasing staff. Participates in leading the District 11 UAS team in accordance with District, Caltrans and Federal Aviation Administration policy. Supervises, hires, develops, and trains staff. Clearly communicates the organization's mission, vision, and strategic plan and strategies. Ensures that staff are familiar with the Letter of Expectations (LOE) and Department policies and directives. Provides staff the resources needed to perform their duties successfully (e.g., tools, equipment, materials, training.) Schedules work assignments, establishes priorities, and directs the work of staff, making adjustments as necessary due to changing priorities of the District and Department. Provides feedback on job performance to the employee that entails critical, constructive, and oral and written feedback through the regular monitoring of their productivity and workload. Prepares timely annual performance reviews and individual development plans; provides training opportunities within the unit. Ensures staff attend mandated training. Takes the necessary, appropriate actions to address performance issues; works with the District Discipline Manager and the Office of Discipline Services to address all issues immediately.
5%	M	Acts as liaison for Region and District staff with the Office of Land Surveys, Division of Right of Way and Land Surveys, Office of Photogrammetry, District Construction Division, District Maintenance Division, District Transportation Management Center, and the Division of Engineering Services. Also acts as an expert witness for the state in matters related to land 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

The incumbent directly supervises a team of three to five Transportation Surveyor Party Chiefs, and personnel including other

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Professional Land Surveyors, technicians, interns, and student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Principles and techniques of personnel management, motivation, and Caltrans' progressive discipline process
- Principles of effective communication; both orally and in writing
- Leadership roles in the development of personnel and efficiencies in completing planned and unplanned work
- Purpose, organization, policies and procedures of the Department and Divisions within District 11
- Caltrans' Project Development Process and the role of the Division of Land Surveys as it relates to project delivery
- Caltrans project resourcing and scheduling
- All phases of land surveying performed by the Land Surveys Division
- Principles of boundary control, legal principles, evidence and procedures for boundary location
- Real property factors involved in determining ownership and rights acquired, relinquished, or transferred by Caltrans
- Geodesy and geodetic land surveying principals, techniques, and infrastructure
- Remote sensing principals, equipment and techniques
- California Land Surveyors Act, Subdivision Map Act, and other state laws relating to the practice of land surveying
- Caltrans budgeting policies, procedures and monitoring systems
- Computer software systems supporting the delivery of land surveying projects including Microsoft Office, Microstation, Civil3D, Trimble Business Center, Trimble Access, TopoDOT, and other current software platforms
- Caltrans design practices, interpreting plans, construction surveying, construction practices, and applicable standards

Ability to:

- Analyze situations accurately and take effective actions
- Analyze boundary data, compose and interpret legal descriptions and and research land titles
- Administer and direct the Land Surveys Field Branch in the Caltrans' Project Development process
- Deliver land survey products in support of Caltrans' Mission, Vision, and Goals
- Plan, direct and evaluate the daily work of subordinate staff
- Write and prepare technical proposals
- Promote high ethical and professional standards
- Instill a sense of pride in completed staff work
- Communicate effectively with staff, internal and external customers, verbally and electronically through the preparation of technical reports and complete comprehensive proposals
- Provide staff with clear expectations, direction, support and feedback
- Ensure staff compliance with Caltrans' policies, directives, and mandatory training
- Review the work of staff and others for accuracy, completeness, and compliance with Caltrans' policy and professional and legal requirements
- Administer and lead a successful safety program and implement the Caltrans' Equal Employment Opportunity Program
- Foster and promote training and professional development of staff
- Professionally represent the Land Surveys Division as part of cross-functional teams to deliver Caltrans' projects

Analytical Requirements: This position requires the incumbent to make sound analytical judgment pertaining to the Caltrans Project Development process and the role of the Division of Land Surveys in that process. Evaluation of the field unit budget, staffing, anticipated workload and schedules to suggest and implement logical corrections to achieve performance objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for ensuring all survey requests, documents, field surveying activities, field survey data processing, and budgetary resources under their control are accurate. Errors could result in litigation, project delays, increased project costs, contractor claims, rejection of contract bids, possible loss of revenue to the State, and/or possible incorrect billings to Federal, State and Local partners.

PUBLIC AND INTERNAL CONTACTS

Frequent, daily contact is made with other Caltrans divisions such as Program/Project Management, Design, Construction, Traffic Operations, Maintenance, Permits, Planning, Legal, Right of Way, as well as other public agencies and public and private land surveyors. The incumbent must work with contacts in person, by telephone and other electronic methods. Maturity, confidence, and and diplomacy are essential to maintain successful, professional relations with these contacts and partners.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires sitting at a desk, operating a motor vehicle, overseeing/leading field surveying activities, operating a computer, attending and conducting meetings, completing tasks with specific deadlines, and occasionally assisting the public at a public reception counter. Incumbent is required to facilitate the resolution of various situations that may arise with associates and staff, managing project deadlines, frequent revisions to the scope of work, meeting project schedules, and staff turnover. Incumbent must supervise and mentor staff with various levels of land surveying experience and skill.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

WORK ENVIRONMENT

This position works in a climate controlled environment with artificial lighting, with occasional off-site meetings, and diverse field environments, including uneven terrain, and various weather conditions. Multi-floor buildings are equipped with elevators. The incumbent may also be required to travel overnight to Imperial County and may also be required to travel to meetings in other parts of the State. Travel may be by automobile or commercial conveyances such as airlines or trains. Possession of a valid driver's license is required to operate a state 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.)

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