

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor Party Chief	D8/Right of Way/Office of Land Surveys	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Transportation Surveyor Party Chief	908-302-3030-911	03/21/2025

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

GENERAL STATEMENT:

Under the direction of a Senior Transportation Surveyor, the Transportation Surveyor Party Chief (TS-PC) is the first professional qualified supervisory level requiring a valid California Land Surveyors' License or equivalent. The TS-PC may be assigned the supervision of both professional and technical staff and shall be in direct and responsible charge of survey field crews and operations. Incumbent must possess and maintain a valid driver's license when operating State vehicles. The incumbent will be assigned work based on Divisional and/or Departmental needs and could be assigned to any office within District 8, which includes San Bernardino and Riverside Counties.

CORE COMPETENCIES:

As a Transportation 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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Equity, Prosperity, Employee Excellence - Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, Prosperity, Employee Excellence - Integrity, Pride)
- 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. (Prosperity, Employee Excellence - 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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Pride)
- 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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride)
- Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Prosperity, Employee Excellence - Integrity, 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. (Equity, Employee Excellence - Collaboration, Equity)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Pride)

TYPICAL DUTIES:

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

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35%	E	Supervises technical staff in the performance of field survey work of all types including Construction, Project Development, Maintenance, and Right of Way (R/W) Surveys. Makes decisions and directs a wide variety of difficult and complex professional land surveying work. Personally makes land surveying decisions; reviews and approves crew member decisions prior to implementation, including consideration of alternatives, whenever land surveying decisions are made which could affect the health, safety, and welfare of the public. Review construction plans for accuracy and content. Resolves errors and omissions in a professional manner. Perform and prepare fieldwork and investigations pertaining to Construction, Project Development, Maintenance, and R/W Surveys, property title, descriptions, deeds and other related work.
30%	E	Trains field personnel in the use and care of survey equipment, professional survey standards, and safety criteria. Reviews and monitors field crews for compliance with all safety standards. Administer and document employee personnel issues in accordance with the established employee guidelines for conduct and discipline. Evaluate personnel to ensure the accurate reporting of time worked and charges in the Time Reporting System.
30%	E	Performs more complex field survey and design calculations. Completes field surveys for monumentation and monumentation mapping. Prepares and signs corner records for filing with the County Surveyor. Determines and establishes boundaries of State-owned lands.
5%	M	Performs and/or coordinates survey research, job delivery, and problem solving with district office staff and resident engineers on construction projects. Performs surveys and testifies for legal department.

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

Supervises a field crew of two to four surveying/engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of California State Law and acceptable methods of the surveying profession as they apply to field survey work of all types including but not limited to Construction, Project Development, Maintenance, and Right of Way. Must have a good knowledge of survey equipment; possess a strong math background, and a thorough knowledge of survey problems and solutions. Must be able to read and interpret construction plans. The following are knowledge, abilities, and analytical requirements necessary for this position:

- Direct the proper use, care, and storage of various precise surveying instruments. Implement methods used in the practice of precise surveying as described in the Caltrans Surveys Manual.
- Implement current Safety procedures as described in the Code of Safe Surveying Practices and the Caltrans Illness and Injury Prevention Program.
- Supervise the operation of the departmental data collection system.
- Supervise the research, verification, and adjustment of survey data.
- Possess an in-depth knowledge and understanding of professional boundary location and determination as they relate to the practice of Land Surveying as defined in the Land Surveyor's Act and the Subdivision Map Act.
- Direct a survey crew in fulfilling the State of California's responsibility to perpetuate and monument existing facilities as defined in the Land Surveyors' Act and the Subdivision Map Act.
- Interpret preliminary design requests and construction plans.
- Experience with the following software and hardware: Microsoft Office Applications (Word, Excel, Outlook, Etc.), Civil 3D, Trimble Business Center, Trimble Access, and Starnet.
- Experience interpreting and reading construction plans and record maps. Ability to read, interpret, and produce required records

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(corner records, Parcel Maps, Records of Survey, Field Notes, etc.).

- Experience with and utilizing surveying methods and equipment, i.e. GPS (RTK, RTN, & Static), Total Stations, Data Collectors and Digital Levels (Trimble experience preferred).
- Experience performing complex surveying work from Field to Finish: includes performing and interpreting complex survey calculations and adjustments, analyzing and checking (QAQC) survey data and records, producing quality deliverables.
- Experience performing duties at a lead or supervisory level (in Responsible Charge of the work). Solving problems with personnel, working safely and effectively, working with others - Team Leader.
- Recognize and report any possible hazards or safety violations that may adversely affect property, employees or the general public.
- Recognize and implement the principles of effective communication, personnel management and supervision.
- Recognize the supervisor's responsibility for promoting equal opportunity in employee hiring, development, and promotion.
- Recognize the supervisor's responsibility for maintaining a work environment that is free of discrimination and harassment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be able to recognize construction problems and take appropriate action. Incorrect decisions could result in delayed project delivery, structural failure, substantially increase costs to the State and/or loss of life.

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 agencies, local agencies, federal agencies, private surveyors, private citizens and consultant contractors. These contacts may be verbal or written, as needed to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Normal assignments are within District 8, which includes San Bernardino and Riverside Counties but can on occasion include temporary assignments statewide. Since the Land Surveying department delivers many different products, 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 expected:

- Frequent, substantial or unexpected workload changes which can dictate rescheduling or reassigning of work as needed. This may require overtime and restriction of vacation as departmental workload dictates.
- Must travel, work, and live at or near remote work assignments for various lengths of time as projects require. Out of town assignments are described as locations outside a 50-mile radius from the District office.
- Must be able to work a ten-hour, daily schedule from 6:00 am to 4:30 pm. Weekly schedules are either a Monday through Thursday or Tuesday through Friday. There is the possibility of temporary schedule changes, including night work, as projects dictate.
- Requires operating a motor vehicle for prolonged periods of time while traveling to, from, and during work assignments.
- 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.
- Requires frequent bending, stooping and kneeling.
- 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.

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Emotional:

- The position requires constant interaction with survey crew members and the supervisor. It is important for employees to be able to work with others to develop and maintain cooperative relationships.
- Must have the ability to handle irate public in a calm manner.
- Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent even under adverse conditions.
- Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.
- Must value cultural diversity and other individual differences in the workforce.
- Is open to change; adapts behavior and work methods when presented with new ideas, changing conditions or unexpected obstacles.

Mental:

- Must have the ability to multi-task, 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.

WORK ENVIRONMENT

Assignments are outdoors in various types of terrain and weather conditions and include exposure to dirt, noise and walking on uneven surfaces. Assignments are usually within close proximity to automobile traffic and heavy construction equipment.

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
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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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