

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION D8/Right of Way and Land Surveys/Surveys Field	
WORKING TITLE Transportation Surveyor (Field)	POSITION NUMBER 908-302-3029-911	REVISION DATE 02/11/2025

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 Transportation Surveyor Party Chief (TS-PC), the incumbent will perform a wide variety of tasks related to land surveying in a field setting. Incumbent must possess and maintain a valid driver's license when operating State vehicles. This position requires field work throughout San Bernardino and Riverside County and travel may be required.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety - Innovation, Integrity, Pride)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Innovation, Integrity, Pride)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety, Prosperity - Integrity, Pride)
- 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. (Safety - Innovation, Integrity, 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, Employee Excellence - 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. (Climate Action, Employee Excellence - Equity, Pride)
- 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, Employee Excellence - Collaboration, 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. (Safety, Prosperity - Equity, Innovation, Pride)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

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

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50%	E	Records preliminary descriptions and measurements needed for the development of field notes and electronic files as well as assists in the final preparation of such notes and files, subject to review by the supervisor. Assist with basic calculations necessary to make field checks and measurements of drainage facilities, reference points, topographic features, etc. Works closely with the supervisor to perform the necessary survey calculations needed to ensure proper project setup and accurate data collection. Assists supervisor with the electronic processing of field survey data, when necessary. Assists supervisor in providing basic informal on the job training when needed. Assists or acts as the primary person responsible for the proper operation, maintenance and adjustment of survey instruments used by the survey crew, such as electronic levels, total stations, GPS equipment, and other necessary equipment used in the setting and collecting of survey data.
40%	E	Transport of equipment, tools and materials up to 60 pounds over various types of terrain to and from the work site as directed by a supervisor or lead worker. Perform any manual labor such as digging, clearing of brush, setting of durable monuments, pipe driving, removal of asphalt, construction of concrete monuments, and any other work necessary to recover or establish survey monuments. Responsible for the correct placement of survey control stakes and photo pre-marks
10%	M	Responsibility for reporting daily pre-operational condition, necessary repairs, sustained damage and ensure the completion of required maintenance on fleet vehicles used. Assist the Supervisor with preparing for the daily assignment, including stocking material onto vehicles, as required, to accomplish the task. Accurately reports worked time and charges in the Time Reporting System provided. Temporarily act as a lead person of a survey crew or helper crew engaged in routine assignments. These may include construction staking and control, project leveling, design surveying, and R/W staking projects or as expertise dictates.

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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

- Have knowledge of mathematics and basic science as it applies to the land surveying function.
- Understand conventional and state of the art mapping and drafting techniques.
- Ability to research and compile evidence and documentation for boundary determination
- Ability to write property descriptions and prepare legal land documents and descriptions.
- Understand and interpret legal descriptions of real property; methods and terminology used in searching for land titles, and factors involved in determining ownership of property.
- Familiar with and apply the Land Surveyor's Act and California Subdivision Map Act and any other real property acquisition and mapping laws pertaining to public and private ownership of real property.
- Understand methods used in the practice of precise surveying as described in the Caltrans Surveys Manual.
- Familiar with computer applications used in preparation of electronic maps, legal descriptions, and correspondence relating to right-of-way projects.
- Understand and practice current safety procedures as described in the Code of Safe Surveying Practices and the Caltrans Illness and Injury Prevention Program.
- Assist with the research, verification, and adjustment of field survey data, and if directed, may include making and interpreting less difficult survey calculations.
- Apply and utilize basic principles of trigonometry as used in simple plane and geodetic surveying and within the California Coordinate System.

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- Basic knowledge and understanding with regard to boundary location and determination as it relates to the sectionalized land system.
- Understand right-of-way engineering projects, as well as planning, design, construction, and right-of-way procedures and policies as they relate to surveys.
- Possess a valid Land-Surveyor-in-Training or equivalent certificate accepted by the California State Board of Registration or graduation from a four-year curriculum in surveying, surveying engineering or surveying geomatics accredited by the Accreditation Board for Engineering Technology. Possession of a valid certificate as an Engineer in Training accepted by the California Board of Registration for Professional Engineers and Land Surveyors may be used in lieu of a certificate as a Land Surveyor in Training.

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. Assist in accurate interpretation of various map types and data for departmental use. Individuals, if directed, may assist with contract administration, report preparation and consultant oversight. The effects of poor decisions relating to any of these items could translate into additional delays, costs 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 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

Physical: Physical activities vary and any singular physical requirement may be for lengthy periods of time. May be required to sit and/or stand for long periods of time. Outdoor activities require the ability to traverse across rugged terrain, hilly areas, or on uneven surfaces that are near freeways, highways, roads and construction sites. Physical activities require the ability to walk, stand, stoop, bend, twist, crouch, kneel, crawl, push and/or pull, reach overhead and lift, move and/or carry equipment/items weighing 60 pounds or more. Ability to exercise power grasping, repetitive motion and manual dexterity when using hand tools and survey equipment such as hammers, pick, digging bars and shovels to perform routine tasks. Hearing and sight are both essential to job performance because the incumbent must be able to hear directions, traffic and equipment, and must see to perform his/her duties safely. Corrected vision/hearing is acceptable. Night vision must be good for safety when working after dark. Must be able to travel to field offices, field meeting locations, and construction sites, may also travel to other District Offices and Headquarters; therefore, incumbent must be able to travel by car or commercial transportation. Incumbent must be able to travel using a car; vehicles will vary from passenger cars to one-ton pickup trucks. This travel may necessitate traveling on long stretches of highway through mountains, deserts, and urban areas. Some terrain may cause the jostling of the vehicle's occupants. Required to be trained in first aid/CPR and the ability to apply this skill in the event of an emergency.

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.

Emotional: Requires the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; must be tactful and treat others with respect.

WORK ENVIRONMENT

Since the Land Surveying department delivers many different products of information, changes in work assignments are frequent and unpredictable. Normal working hours are 6:00 am to 4:30 pm daily, 40 hours a week/ 10 hours a day. Weekly schedules are either a Monday through Thursday or Tuesday through Friday. There is a possibility of temporary schedule changes as projects dictate. Must be able to 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. This position requires the incumbent to work outdoors. Field locations may be in the metropolitan area or at remote sites in the vicinity of and exposure to ongoing construction project activities and on and off-highway vehicular traffic. Outside activity includes exposure to sunlight, moving traffic, loud noise, weather conditions of extreme heat and/or cold (including heat up to 120 degrees, cold as low as 15 degrees, strong winds, rain, sleet and snow), dust, and working on uneven terrain adjacent to heavy equipment while on foot and in vehicle. May come in contact with hazardous materials, pesticides, chemicals (i.e. paints, cleaners, solvents, etc.). Hard hat and safety vest or approved safety shirt, acceptable footwear, and other appropriate personal protective equipment must be

ADA Notice

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worn/utilized at all times in the field without exception. The incumbent will be assigned work based on Divisional and/or Departmental needs. The position requires field work throughout San Bernardino and Riverside County and travel may be required. Possession of a valid California drivers license is required.

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