

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

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| CLASSIFICATION TITLE Trans Surveyor Party Chief | OFFICE/BRANCH/SECTION 4-Office of Right of Way and Land Surveys/South Bay | |
| WORKING TITLE Field Survey Crew Chief | POSITION NUMBER 904-403-3030-xxx | EFFECTIVE DATE 11/20/2024 |

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 general supervision of a Senior Transportation Surveyor, Incumbent will work as a first-line supervisor planning, coordinating, administering, and executing the work of a survey crew conducting preliminary, control, topographic, construction and cadastral land surveys. In addition, Incumbent will train subordinates to perform land survey duties including, but not limited to, operation of precision surveying instruments, proper surveying procedures, equipment maintenance, survey calculations and note keeping. As a working first line supervisor, Incumbent will also perform all required supervisor duties. Possession of a valid California Land Surveyor's License is required. Incumbent must maintain a valid Class C driver's license to operate a state owned or leased vehicle.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence - Equity, Innovation, Integrity)
- Continuous Professional Development**: Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Strengthen Stewardship and Drive Efficiency - Innovation, 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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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. (Safety First, Cultivate Excellence - Engagement, Innovation, Integrity)
- Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- Managing Performance**: Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Pride)

TYPICAL DUTIES:

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

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| 45% | E | Plans, directs and monitors a field survey crew performing all phases and types of field surveys. Ensures correct methods and procedures are followed as per Caltrans' guidance, standards and specifications including the Caltrans' Surveys Manual to meet job requirements. Prepares survey notes, search lists, mathematical alignments and other survey calculations. Perform reviews and quality checks of land surveying-related products and services including the completeness and accuracy of fieldwork, plans and notes, Processes, adjusts and checks survey data using surveying software. Monitor and review the work of the others. Ensure completeness and accuracy of completed fieldwork. Process, adjust and check field survey data using surveying software. Check plans and notes for completeness and accuracy. Prepare professional signed and sealed reports. |
| 15% | E | Incumbent will show leadership: Build trust and cooperation with staff through regular open, honest, authentic and inspiring communications about the work and the Department's Mission, Vision, Goals & Values. Encourage staff to be efficient, innovative, flexible, and productive in their work. Constantly challenge existing process, business practices, organizational structure, policies, standards, and all procedures in order to continuously improve what we do. Build a team environment that is challenging, exciting and empowering. Promote positive thinking. Assist staff to be more efficient, innovative, flexible, and productive in their work environment. Value, develop, and recognize employees who take risks in the spirit of finding a better way. Recognize, accept and learn from failures within the branch and build on them to encourage the team. Constantly challenge existing process, business practices, organizational structure, policies, standards, and all procedures in order to continuously improve the whole Office. |
| 10% | E | Ensure all personnel and time documents are produced by the crew members in a timely manner, verify that they are complete, accurate, legible, and provide approval signatures where required. Directs staff to ensure compliance with all policies and procedures. |
| 10% | E | Ensure all fieldwork is performed in a safe manner by directing staff to adhere to the policies and procedures as directed by the Code of Safe Surveying Practices and the Caltrans Safety Manual. |
| 10% | E | Ensure crew members transport, store, maintain, adjust and operate field-surveying equipment in the manner it was intended and within acceptable tolerances. Ensure appropriate supplies required to perform tasks are available. |
| 5% | E | Maintain geospatial and mapping databases, real property and surveying records. |
| 5% | M | General office duties. |

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

As a field survey party chief and first-line supervisor, Incumbent will be responsible for ensuring the safety and health of the crew members. Incumbent will provide supervision and direction of the work of subordinates performing survey tasks. Those persons are generally Transportation Surveyors, Transportation Engineering Technicians and/or other engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must determine and establish boundaries of State-owned lands; establish high-order vertical and horizontal control; provide photogrammetric mapping and topography; prepare and record maps; make technical studies and investigations pertaining to land or engineering surveying, property titles, descriptions, and deeds; write memoranda and prepare reports; and do other related work; stamp and seal all professional work.

ALSO Incumbent must know: Mathematics and science as applied to surveying; methods of precise survey measuring; use and adjustment of precision surveying instruments; procedures, equipment, and materials used in surveying, including conventional and state of the art; mapping and drafting techniques; mathematics and procedures used in plane and geodetic surveying; computer applications and usage; the California Coordinate System; Code of Safe Surveying Practices; photogrammetric mapping procedures; principles and practices of boundary determination, land title research, and surveying; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of property; real property acquisition and mapping laws pertaining to public and private ownership of real property; monumentation of facilities; the Land Surveyors' Act; the Subdivision Map Act; factors which influence the impact of departmental projects on property and basic net; right of way engineering projects; planning, design, construction, and right of way procedures and policies as they relate to surveys.

ALSO Incumbent must also have the ability to: Perform complex field and office surveying work; make precise survey

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measurements; interpret legal descriptions of real property; make and interpret the less difficult survey calculations; apply and utilize the principles of the California Coordinate System; research, analyze, check, and adjust survey data; research and compile evidence and documentation for boundary determination; assist in planning, directing, and coordinating the work of a group of survey or right of way engineering personnel; do mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; write property descriptions and prepare legal land documents and descriptions; operate precise surveying instruments (conventional and state of the art).

Incumbent must perform a wide variety of difficult and complex professional surveying work and exercise independent judgment in responsible charge assignments. Since requests vary greatly, the incumbent has the responsibility to determine what procedure will be used to safely and efficiently accomplish each assignment. Incumbent will be required to convene and discuss with other professionals to determine the needs of a project. Incumbent will be called upon to provide their knowledge and skills to help solve problems and determine the best course of action for any given project.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in opinions of property line determination and/or document preparation may result in defective title of ownership or flawed legal proceedings, exposing the State to claims, costs, judgments and wasted effort. Failures in the collection and compilation of field data may result in design errors and increased construction claims. Mistakes in design, surveys and construction staking can cause claims and delays, greatly increasing costs to the State. Errors in judgement may impact the safety of workers and the traveling public.

PUBLIC AND INTERNAL CONTACTS

Incumbent will provide courteous, responsive, timely, complete, tactful, helpful information and services to: Surveying, engineering, title and utility companies; contractors; other public agencies; private and public property owners and lessees; other Caltrans' functional units including, without limitation, Design, Construction, Maintenance, Right of Way, Right of Way Engineering, Planning, Environmental, Human Resources, EEO and Safety and Management Services; consultants and general members of the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Field physical requirements include: Use of heavy-duty work clothes and safety boots while performing a variety of strenuous and/or heavy physical labor tasks on an all-day basis, including: stooping; digging; bending; lifting; driving, sitting, walking or standing for long periods of time; using cutting tools to clear brush, which can be dense and can include poison oak; lifting and swinging a sledge hammer weighing up to 20 pounds to place stakes, monuments, hubs and tack and to break apart material; lifting, carrying and transporting equipment and/or materiel weighing up to 60 pounds; pushing loads up to 80 pounds; extensive walking and hiking for long distances, often over steep and uneven terrain while transporting stakes, supplies, and equipment.

Office physical requirements include: Using a keyboard, mouse or digitizer and video display while sitting in a climate-controlled office environment, most likely at workstations in cubicles, under artificial light for long periods of time; moving large, cumbersome or heavy boxes, plans and maps from one location to another.

Mental and Emotional requirements include: Being courteous and professional to all Caltrans staff, members of other agencies, and members of the public; demonstrating a sense of responsibility and commitment to public service; conducting yourself fairly and ethically toward others; respecting cultural diversity and other individual differences in the workforce; developing and maintaining cooperative working relationships with supervisors, co-workers, staff from other agencies, contractors and others including frustrated, angry or emotional individuals; communicating effectively; dealing well with pressure while maintaining focus, intensity, optimism and persistence; multi-tasking; adapting to changes in work deliverable priorities and schedules, including short or accelerated schedules. Incumbent may be required to spend extended periods away from home while working at remote locations.

Must work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work effectively under pressure, maintaining focus and intensity while leading staff optimistically and persistently. Must collect, process, analyze, compile and report data accurately. Must reason logically, identify/recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making.

WORK ENVIRONMENT

Incumbent is required to travel to work locations; stay at remote accommodations for multi-day assignments; work overtime or at night, as required. Permission for the incumbent to use leave may be reasonably restricted or withheld. Incumbent may be required to rotate or transfer to other positions, work assignments and/or work locations within the District 4 Office of Land

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Surveys, according to business needs as determined by management. The rotational/transfer position shall have duties consistent with this classification. Except for the Junior Engineering Technician classification (3008), this position may be eligible for telework. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquarterd location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate. Employees are expected to be able to report to their headquarterd location with minimal notification if an urgent need arises. Business travel may be required and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate. Normal working hours will be set sometime between 6:00 a.m. and 6:15 p.m.

Field work environment includes: Incumbent is required to maintain a valid driver's license within California. Must drive a vehicle to conduct normal work activities in all kinds of settings and conditions, including heavy freeway or highway traffic and in off-road areas; will work at locations which may expose the Incumbent to adverse conditions including, but not limited to: Rough, steep and/or overgrown terrain; great heights; allergen-producing vegetation including poison oak; insect and reptile bites and/or stings; loud noises; dust; and chemicals; very noisy conditions; extreme weather conditions ranging from extreme heat to sub-freezing temperatures and also including wet, dusty and dirty environments. Will walk and work on uneven paved or unpaved areas and along steep slopes. Incumbent must also be tolerant of working within very close range of high-speed traffic and heavy equipment. Use of heavy-duty work clothes and safety boots while performing a variety of mental and heavy physical labor tasks.

Office work environment includes: While at their base of operations, the incumbent will work in a climate-controlled office. However, due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate.

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
