

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Surveyor	OFFICE/BRANCH/SECTION Central Region Services / D10 Surveys / Stockton	
WORKING TITLE Senior Transportation Surveyor	POSITION NUMBER 931-206-3031	REVISION DATE

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 direction of a Supervising Transportation Surveyor, the Senior Transportation Surveyor is responsible for supervising a unit of professional and non-professional surveying staff engaged in all phases of land surveying activities. The incumbent also serves as a liaison between Office and Field Surveys and other Caltrans Functional units, Headquarters, other public agencies and the general public. Incumbent must possess a valid a California Land Surveyor License or be a Register Engineer qualified to practice Land Surveying in the State of California.

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. (Cultivate Excellence - Engagement, Integrity)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (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, 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. (Cultivate Excellence - Engagement, Integrity)
- 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Integrity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Pride)
- Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Innovation, Integrity)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Supervises a unit of professional and non-professional surveying staff engaged in various office and field surveying activities including, but not limited to, design surveys, land net surveys, right of way surveys, control surveys, GPS, construction surveys, photogrammetric surveys, records management and oversight of consultant surveys.

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10%	E	Serves as Task Manager or Resource Manager for assigned projects. Monitors and reports percent complete and evaluates expenditures versus allocated resources. Estimates resource needs for current and future survey work. Tracks and monitors progress towards meeting delivery milestones for assigned projects.
10%	E	Evaluates employee performance and behavior, prepares Probation Reports and Individual Development Plans and takes corrective action when necessary.
10%	E	Represents Office and Field Surveys at various meetings locally and throughout the Central Region and state.
5%	E	Advises and directs survey staff on more complex survey problems associated with design surveys, land net surveys, right of way surveys, control surveys, GPS, construction surveys, photogrammetric surveys, records management and oversight of consultant surveys.
5%	E	Advises executive staff on land surveying issues and represents the State on technical surveying matters.
5%	E	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 and the Division of Engineering Services. Also acts as an expert witness for the state in matters related to land surveying.
5%	M	Participates in field reviews of project sites for the purpose of planning surveys. Also administers equipment, vehicle and supply needs for office and field surveys.

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 Senior Transportation Surveyor will supervise multiple survey field crews and professional and non-professional office staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should have knowledge of:

- Caltrans Right of Way Engineering, Surveys, Construction and Design Policies and Procedures.
- Land Surveyor's Act, Subdivision Map Act and the Public Resources Code.
- Principles of boundary control, legal principles, evidence and procedures for boundary location.
- Rules and Regulations of the Board of Registration for Engineers and Land Surveyors.
- Effective communication and supervision skills.
- A supervisor's role in safety, health and labor relations.
- Caltrans Equal Opportunity Program.

The incumbent should have the ability to:

- Supervise staff engaged in various office surveying activities including, but not limited to, design surveys, land net surveys, right of way engineering, construction surveys, photogrammetric surveys, geographic information systems, records management and oversight of consultant surveys.
- Effectively schedule resources to meet the department's needs.
- Negotiate effectively with the public and other Caltrans' staff.
- Communicate effectively with the public and other Caltrans' staff.
- Effectively integrate new technology and procedures into the surveying program.
- Learn and utilize new and various software applications for managing resources and projects.

The incumbent should demonstrate the following analytical requirements:

- Analyze project schedules to ensure timely delivery of survey data in order to meet the department's program.
- Analyze staffing and equipment needs and plan accordingly.
- Analyze and advise staff on complex surveying problems.
- Monitor and analyze employee performance.
- Identify problems in the workplace and suggest improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to effectively supervise the Survey Field or Office units could result in project delays, increased project costs, waste of

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public resources, injury to staff and/or the traveling public and damage to the Departments reputation.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contacts, both written and verbal with Caltrans' staff, public agency staff, consultant surveyors, consultant engineers and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent should be able to sit for extended periods of time at the desk or while driving. He/she should also be able to traverse uneven and varying terrain for extended periods of time. The incumbent should also have the ability to lift various instruments and equipment, document containers including, but not limited to, project files and map files which may weigh in excess of 25 pounds.

WORK ENVIRONMENT

The incumbent typically splits time working in an air-conditioned office setting with artificial lighting and/or natural lighting and working in the field. Above duties require the use of a desktop or laptop computer for extended periods. Duties may require the incumbent to sit for extended periods of time for the performance of the above duties. Duties may also require the incumbent to traverse extended distances over uneven terrain under various weather conditions. The incumbent is also required to travel overnight to meetings throughout the Central Region 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.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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
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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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