

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION District 7/Design/Office of Surveys	
WORKING TITLE Enterprise Cartographic Surveyor	POSITION NUMBER 907-302-3029-XXX	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 direction of a Senior Transportation Surveyor, the incumbent performs a variety of professional land surveying tasks in the office that include but are not limited to the following: online digital mapping using GIS of geodetic products, application of the California Coordinate System using online GIS digital map products, configuring online digital GIS mapping applications, and compiling professional land surveying data into information.

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. (Cultivate Excellence - Innovation)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Integrity)
- 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)
- 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. (Advance Equity and Livability in all Communities - Engagement)
- 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. (Cultivate Excellence - Engagement)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Advance Equity and Livability in all Communities - Equity)
- 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. (Cultivate Excellence - Engagement)
- 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. (Strengthen Stewardship and Drive Efficiency - Pride)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence - Innovation)

TYPICAL DUTIES:

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

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35%	E	Performs digital online GIS mapping of professional land surveying products. Responsible for developing, operating, configuring, deploying, and maintaining various server- and desktop-based digital GIS mapping platforms used by the Office of Surveys. Responsible for integrating data from multiple data systems and creating custom tools needed by users. Deploys professional land surveying records in an effective manner using online GIS mapping applications based upon the California Coordinate System. Creates, prepares, or modifies electronic, or computerized data in the performance of the professional land surveying activities described in Business and Professions Code, Section 8726.
25%		Coordinates the work of professional land surveyors to successfully develop workflow processes for land surveying records into format that are deployed using digital online GIS mapping applications in accordance with Business and Professions Code, Section 8726. Verifies accuracy statements made by professional land surveyors along with seal and signature requirements for records in accordance with Business and Professions Code, Sections 8726 and 8761 respectively.
20%	E	Mentors staff on digital GIS mapping principles, applications, and usage. Working with other staff, is responsible for best practices by providing day-to-day coaching and support for users of enterprise digital mapping systems; identifies user needs for future digital GIS mapping products using professional land surveying records.
15%	E	Prepare reports and correspondence; attends and participates in communications with staff and supervisors as needed at a level required for successful job performance; plans, organizes, and facilitates team meetings; conduct briefings and presentations to district management or others on behalf of the Office of Surveys.
5%	M	Assists in other duties as required within the Transportation Surveyor classification.

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

This position does not supervise other employees but the incumbent may be required to act as a lead person as projects are identified by management.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A Transportation Surveyor (Enterprise Cartographic Surveyor) must have a demonstrated knowledge of the technical aspects of both professional land surveying and online digital GIS mapping. The following are the knowledge, abilities, and analytical requirements essential for this position:

- Must possess either a valid Land-Surveyor-in-Training certificate or licensure as a Professional Land Surveyor accepted by the California State Board of Registration or graduation from a four-year curriculum in surveying, surveying engineering, or surveying geomatics accepted by the Accreditation Board for Engineering Technology;
- Possession of a valid California Driver's License is highly desirable;
- Must possess an expert-level knowledge of Environmental Systems Research Institute, Inc. (Esri) GIS software products;
- Must possess an expert-level knowledge of desktop GIS;
- Must possess an expert-level knowledge of enterprise GIS and web-based GIS mapping applications;
- Must demonstrate successful past experience developing online GIS-based mapping applications using a variety of professional land surveying products;
- Must demonstrate past experience configuring online digital GIS mapping applications using Python and Javascript API;
- Must demonstrate an advanced knowledge of database design as applied to GIS;
- Must have a good understanding of the California Coordinate System, including horizontal and vertical datums along with epochs as applied to digital mapping products using GIS;
- Should have a working knowledge of Civil3D, MicroStation, and Trimble Business Center;
- Knowledge of the conventions used by the Caltrans District 7 Office of Surveys to organize and retrieve final survey records is highly advantageous;
- Must be able to follow technical specifications as they relate to web-based digital mapping;
- Must be able to convey technical specifications, procedures, and project requirements to other staff;
- Must be able to research, analyze, and present survey records in a thorough, comprehensive, and organized manner;
- Must stay current with emerging online digital GIS mapping methodologies;
- Must be able to communicate effectively at a level required for successful job performance;
- Must be able to work as part of a team that delivers projects within programmed budget and schedule constraints;
- Must be able to analyze situations accurately and take effective action;
- Must be able to prepare accurate reports in a timely manner;

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- Must be able to prioritize, track, and support multiple online digital GIS mapping projects simultaneously;
- Must understand and practice current Safety procedures as described in the Code of Safe Surveying Practices and the Caltrans Illness and Injury Prevention Program;
- Must recognize and immediately report any possible hazards or safety violation that may adversely affect property, employees, or the general public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Transportation Surveyor (Enterprise Cartographic Surveyor) is responsible for assisting the supervisor in an office setting. Errors in judgment or poor decisions could affect public safety or result in tort liability for the Department. Inaccurate, delayed or incomplete applications, reports, and correspondence may result in added costs due to higher bid estimates or changes. 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, and private citizens. These contacts may be verbal or written, as needed to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**Physical**

A Transportation Surveyor (Enterprise Cartographic Surveyor) is normally assigned to the District 7 office in downtown Los Angeles but other assignments could include anywhere in Los Angeles and Ventura Counties. On rare occasions, temporary assignments could occur statewide. Since the physical environment is directly linked to work assignments, any or all of the following conditions may be met:

- Frequent, substantial, or unexpected workload changes which can dictate rescheduling or reassigning of work as needed;
- Must be able to perform fine manipulation, keyboarding, and simple grasping in an office environment;
- Requires frequent sitting;
- Ability to lift objects of twenty-five pounds or less;
- He or she may also be required to move large or cumbersome plans and diagrams from one location to another;
- Overtime may be required and vacations may be restricted as departmental workload dictates.

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 accurately performing tedious, repetitive tasks.

Emotional

- The position requires constant interaction with the staff, the supervisor, and others. It is important that employees work with others to develop and maintain cooperative relationships;
- Must deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent even while working under adverse conditions;
- Must exercise sound judgment and common sense when making decisions and formulating actions;
- Must be open to change; adapts behavior and work methods when presented with new ideas, changing conditions, or unexpected obstacles;
- Must behave in a fair and ethical manner toward others;
- Must demonstrate a sense of responsibility and commitment to public service;
- Must be courteous and professional toward all Caltrans staff, the public and toward those with whom we work. This includes staff at every level at Caltrans;
- Must be scrupulously honest in all written and oral statements made in connection with your state employment, whether made to co-workers, supervisors, or any other persons;
- Must behave at all times in a manner that avoids the possibility of poor public perception of state employees;
- Must value cultural diversity and other individual differences in the workforce.
- Must be able to sit for extended periods of time while using a keyboard, mouse, and video display terminal.

WORK ENVIRONMENT

- The incumbent will primarily work in a cubicle workspace within a climate-controlled office under artificial lighting;
- The incumbent will work in a conservative and professional work setting;
- The incumbent will work for extended periods of time at a computer workstation;
- On very rare occasions, the incumbent could be required to work outdoors as either part of a survey field party or by performing field reconnaissance for survey projects;

ADA Notice

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- This position is eligible for hybrid telework.

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