

POSITION DUTY STATEMENT

M-0924 (REV 04/2021)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION 4-Office of Land Surveys/Local Projects Oversight	
WORKING TITLE District 4 Surveyor	POSITION NUMBER 904-403-3029-xxx	EFFECTIVE DATE 05/31/2024

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:

This is the entry, first working, and journey level of professional surveying work at Caltrans. Transportation Surveyors must have knowledge, experience and familiarity with a wide variety of professional field and office land surveying equipment, tools and procedures with which they will perform a wide variety of professional land surveying work in either an office and/or field setting. A Transportation Surveyor will work either (1) under the direction of a licensed land surveyor (Range A through C) or (2) at the licensed professional level in a responsible charge capacity (including signing and sealing documents) (Range D). Transportation Surveyors work under the supervision of a Senior Transportation Surveyor or Transportation Surveyor Party Chief but may also take direction from a lead worker. Travel may be required. Possession of a valid driver's license is 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.

- **Flexibility and Managing Uncertainty:** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Integrity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

TYPICAL DUTIES:

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

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50%	E	Performs quality assurance activities for oversight of surveying and right-of-way engineering work by others (consultants, local agencies, developers) on the State Highway Improvement projects. This effort includes, but is not limited to, technical review of right-of-way engineering documents for conformance to minimum Caltrans standards, practices, and procedures, and for acceptability for inclusion in the State records. Review of the Right of Way component of Plans, Specifications, and Estimates (PS&E) on locally funded projects. Participation in periodic Project Design Team (PDT) and other meetings; and providing assistance regarding Caltrans standards and practices. This effort also includes daily oral and written communication with internal staff, public and private sector partners, and, on occasion, the general public.
20%	E	Participate in information management by keeping well-organized and complete documentation of submittals, reviews, meeting minutes and notes, telephone conversations, letters, and e-mails. Assists in maintaining the Local Project Oversight database. Provides properly formatted data to the Right of Way Office of Data Management. Makes timely submittal of Right of Way documents to the Right of Way Office of Data Management.
10%	E	Reviews the RWE components of Plans, Specifications, and Estimates (PS&E) on locally funded projects.
5%	E	Attends all mandated training classes, as well as other training classes for personal development, and learning/improving skills in the use of contemporary mapping and geospatial tools, equipment, applications, and procedures.
5%	E	Exercises professional judgement in responsible charge of land surveying by preparation of legal descriptions, plates, deeds, maps, and other documents needed to acquire, transfer, dispose of, monument, and manage real property on State Highway Improvement projects. Provides quality control on right of way engineering documents prepared by co-workers.
5%	E	Provides information pertaining to right of way engineering, surveying, and land title matters to other departmental personnel.
5%	M	Participates in the development and maintenance of the Local Projects Oversight (LPO) Guidelines.

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. However, the incumbent may lead one or two coworkers in Surveying and Right of Way Engineering activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Fundamental plane surveying principles, methods, equipment, materials and safety.
- Mapping and drafting techniques.
- Plane surveying computations, including computer applications and usage, adjustments and state plane coordinate systems.
- Departmental plans, standards, policies and procedures for Design, Right of Way and Construction relative to Surveys.
- Elements in highway construction plans pertaining to construction staking for Surveys.
- Methods to produce graphical terrain representations.
- Coordinate geometry, digital terrain modeling, import and export of files.
- Civil 3D and/or MicroStation drafting software.
- Caltrans topographic feature codes.
- Computer file management.
- Basic principles of trigonometry and geometry.

Ability to:

Create computer plots with Civil 3D software; comprehend and analyze highway construction plans; interpret legal descriptions of real property; apply and utilize the principles of the California Coordinate System; interpret the Departmental policies and procedures and understand their application to the Right of Way Engineering function; provide appropriate advice regarding

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policies and procedures to District Project Management, Design, and Right of Way personnel, private consultants, and local agency representatives; prepare clear and comprehensive reports and technical correspondence; review the work of others for compliance with legal requirements, policies and specification; work effectively with others as a member of an interdisciplinary Project Development Team (PDT); and work independently on the oversight of all phases of Surveying and Right of Way Engineering.

Analytical Requirements:

The tasks performed are detailed and varied and require the incumbent to be innovative to carry out the Surveying and Right of Way Engineering needs for the Department. Since requests vary greatly, the incumbent has the responsibility to determine what procedure will be used to accomplish the assignment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in determination of property lines or right of way lines can result in defective acquisition documents. This may lead in turn to defects in the State's title, exposing the State to various liability claims. Inaccurate property line determination may cause the State to be discredited with title companies and local agency surveyors and engineers. Mistakes in condemnation documents can cause mistrials and greatly increase costs to the State. Mistakes in setting the right of way can also result in delays during construction with resulting payment of claims.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with both internal and external contacts; will confer with designers about the right of way location and with right of way agents about appraisal maps and documents requested; will assist land surveyors and engineers from other agencies and members of the public in connection with the State right of way; will represent the Office of Land Surveys, Local Projects Oversight Branch on project development teams. The incumbent must possess a professional attitude and have good phone manners.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Field physical requirements include: Performing strenuous physical activities such as: hiking for long distances; carrying equipment up to 40 pounds and pushing loads up to 80 pounds; stooping; bending; lifting; hammering with a sledgehammer; driving, sitting, walking or standing for long periods of time; as well as other various physical tasks on an all-day basis, including: 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 and transporting equipment and/or materiel weighing up to 60 pounds; extensive walking, 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. You must possess the ability to work effectively under pressure, maintaining focus and intensity while leading staff optimistically and persistently. You must collect, process, analyze, compile and report data accurately. I 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 Surveys, according to business needs as determined by management. The rotational/transfer position shall have duties

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consistent with this classification. Except for the Junior Engineering Technician classification (3008), this position may be eligible for Telework. The amount of teleworking 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 headquarters location. Business travel reimbursements consider 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 headquarters location will be the responsibility of the selected candidate Your 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 including hot, cold, 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. Incumbent may be exposed to adverse conditions which may include, but are not limited to, extreme weather ranging from extreme heat to sub-freezing temperatures, as well as adverse traffic and terrain conditions.

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. Using a keyboard, mouse or digitizer and video display while sitting, most likely at workstations in cubicles, under artificial light for long periods of time. May be required to move large, cumbersome, or heavy boxes, plans and maps from one location to another.

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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