

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION Design/Office of Surveys	
WORKING TITLE Project Surveyor	POSITION NUMBER 907-302-3029-xxx	REVISION DATE

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of a Senior Transportation Surveyor, the Transportation Surveyor performs a variety of professional office tasks that include, but are not limited to the following: researching survey records, creating job packages for field survey crews, reducing/analyzing field observations, making survey calculations, computing highway alignments, analyzing land survey records, preparing land surveying documents, and performing field reconnaissance. Possession of a valid, unrestricted, Class 'C' Driver's License is highly desirable.

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. (Employee Excellence - Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - 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. (Prosperity - Integrity)
- **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. (Equity - Stewardship)
- **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. (Employee Excellence - Collaboration)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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. (Prosperity - People First)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - Innovation)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Using computer-aided processes, creates highway alignments and digital terrain models; creates land survey documents that includes reports, corner records, records of survey, project control plan sheets, and utility plan sheets.
30%	E	Performs technical land surveying tasks in the office required for successful project delivery. This includes, but is not limited to, reconnaissance, planning, research, and setup of survey projects; processing, computation, and adjustment of new survey observations; re-adjustment, computation, and analysis of historic survey observations.

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15%	E	Assists the supervisor by providing guidance and direction to field survey crews regarding project requirements needed to meet project delivery goals. This includes the participation in project kick-off meetings and the creation of field survey packages based upon the research and computation of available records.
10%	E	Prepares timely correspondence and communications; attends and participates in communications with staff, supervisors, and stakeholders.
10%	M	Performs duties as a member of a field survey party as needed. Assists the supervisor in the performance of incidental duties as required and consistent with 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 although the incumbent may act in a lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A Transportation Surveyor must have an excellent knowledge of the technical aspects of land surveying. This includes a knowledge of the mathematics and basic science applied to land surveying. The following are the knowledge, abilities, and analytical requirements necessary for this position:

- Ability to apply the basic principles of trigonometry as used in plane and geodetic surveying;
- Must possess a good understanding of route surveying along with a knowledge of surveying principles as required for the design of transportation facilities;
- Ability to research, analyze, and present survey records in a thorough, comprehensive, and organized manner;
- Must have a good understanding of both boundary determination and the sectionalized U.S. Public Land Survey System;
- Ability to make computations of horizontal and vertical alignments including curve computations;
- Ability to analyze historic land survey measurements in the public record;
- Ability to use industry-standard coordinate geometry, surface modeling, computer-aided drafting, data reduction, and adjustment software;
- Must be able to make accurate land surveying calculations;
- Must have a good knowledge of geodetic surveying including use of Global Navigation Satellite Systems (GNSS) and use of least-squares adjustment software;
- Must be able to make accurate land surveying calculations;
- Must have a good knowledge of geodetic surveying including use of the Global Navigation Satellite Systems (GNSS) and use of the California Coordinate System;
- Must possess a good understanding of horizontal and vertical datums along with epochs;
- Must be able to communicate effectively at a level required for successful job performance;
- Must have the ability to convey technical specifications, procedures, and project requirements to field surveyors;
- Must stay current with emerging geomatics methodologies applied to route surveying;
- Must be able to work as part of a team that delivers projects within programmed budget and schedule constraints;
- Ability to analyze situations accurately and take effective action;
- Ability to prepare accurate reports in a timely manner;
- Ability to follow design and survey standards and project development procedures by applying information from published manuals, memorandums, and other references;
- Ability to prioritize, track, and support multiple land survey 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;
- 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 is responsible for assisting the supervisor in an office setting. Errors in judgment or poorly made decisions could have an adverse impact upon public safety, or result in tort liability for the Department. Inaccurate, delayed, or incomplete, reports and correspondence may result in added costs due to higher bid estimates or necessary changes. The effects of poor decisions relating to any of these items could translate into additional delays, costs, and or claims against the Department and the State of California.

PUBLIC AND INTERNAL CONTACTS

Internal contacts may be made throughout the Department at all levels, and within all Divisions. External contacts may include those with local, state, and federal agencies; private surveyors, and general public. These contacts may be verbal or written as

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needed, to perform assigned duties.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical

A Transportation Surveyor (Project Surveyor) is typically assigned either to the District 7 office in downtown Los Angeles or one of several field offices located throughout District 7. Other assignments could include anywhere within Los Angeles or 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;
- 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.

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; adapting 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.

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;
 - Must be able to sit for extended periods of time while using a keyboard, mouse, and video display terminal.
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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 professional work setting;
- The incumbent will work for extended periods of time at a computer workstation;
- Occasionally, the incumbent may be required to work outdoors either as part of a survey field party, or by performing field reconnaissance for survey projects.

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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.)

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

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