

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor Party Chief	District 12 / Office of Construction Administration	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Transportation Surveyor Party Chief	912-501-3030-003	

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 Party Chief administers professional land survey tasks in the Field Branch of the Land Surveys Division. The incumbent plans and organizes the work of a land surveys field crew; coordinates field survey activities with Caltrans construction inspectors, design engineers, and contractors; and performs a wide variety of difficult and complex professional surveying work while exercising independent professional judgment in responsible charge assignments.

Possession of a valid California Land Surveyors' License issued by the State of California Board of Registration for Professional Engineers and Land Surveyors is required for this position.

CORE COMPETENCIES:

As a Transportation 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.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
70%	E	In a field setting, directs and plans the daily assignments of the field survey crew. Plans the location, approach, and safety of the survey crew and ensures compliance with the Caltrans Surveys Manual. Exercises "responsible charge" of survey work as defined by the Land Surveyors' Act. Verifies and checks datums, establishes and checks project control, performs calculations, records, and evaluates field and record data, prepares reports and correspondence of a technical nature in support of engineering surveys, construction projects, control surveys, right-of-way surveys, and surveys for the Department's Legal Division. Responsible for the timely preparation of, completion, and filing of survey requests.
10%	E	As a first line supervisor, performs administrative and supervisory tasks including: personnel performance reviews; verifies, reviews, and approves time sheet submissions, leave, and overtime usage; ensures that all staff are aware of and follow the Letter of Expectations (LOE) memorandum, Departmental Policies and Directives; reviews vehicle maintenance and usage; reports any personal injuries and ensures conformance with the Caltrans Surveys Manual; initiates corrective action when necessary and works with the District Discipline Manager and the Office of Discipline Services to immediately address all issues; evaluates probationary employees; responds to status update report inquiries and provides updates on progress.
10%	E	Provides on-the-job training to crew members so they become proficient in performing the necessary tasks of a survey crew. Develops their crew members along their professional journey so staff can reach their full potential.
5%	E	Acts as the primary person responsible for the proper operation, maintenance, and adjustment of all survey instruments assigned to the survey crew, such as digital levels, total stations, GNSS equipment, and other surveying equipment used in the setting and collecting of survey data. Maintains an accurate and current equipment inventory report and provides the Senior Transportation Surveyor with the anticipated annual needs to minimize downtime due to equipment issues.
5%	M	Responsible for the safety and health of crew members. Conducts Tailgate Safety Meetings at least once every 10 working days, or as needed for special circumstances. Monitors state vehicle and equipment usage, and completes survey requests along with other assigned work. Takes appropriate action reporting any misuse or abuse to the Senior Transportation Surveyor. Performs traffic control. This includes but is not limited to setting signs, cones, flagging traffic and locating barrier vehicles.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Acts as the first-line supervisor and field survey party chief. Provides administrative support and directs the work of subordinates. Acts as the responsible charge registrant as directed by the Senior Transportation Surveyor and the chain of command.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A Transportation Surveyor Party Chief must possess an expert-level understanding of the technical aspects of land surveying in the field. This includes knowledge of mathematics and basic science as it applies to the land surveying profession. The following are knowledge, abilities and analytical requirements necessary for this position:

- Proper care, maintenance, and operation of various precision surveying instruments;
 - Understand the methods used in the practice of land surveying as described in the Caltrans Surveys Manual;
 - Understand and practice current Safety procedures as described in the Code of Safe Surveying Practices, the Caltrans Illness and Injury Prevention Program, and the Caltrans Safety Manual;
 - Ability to direct the collection and operation of the Department's data collection system with regard to field collection methods, equipment, and its integration to office software applications;
 - Ability to research, verifies, and analyze field survey data;
 - Ability to analyze and interpret conflicting data and form valid conclusions;
 - Knowledge and ability to utilize principles of algebra, geometry and trigonometry as used in plane and geodetic surveying;
 - Ability to perform difficult and complex survey calculations;
 - Knowledge of the California Coordinate System;
 - Knowledge and understanding of the principles of land title, with regard to boundary location and determination;
 - Ability to read, write and accurately interpret legal descriptions;
 - Knowledge of the State of California's responsibility to perpetuate and monument existing facilities as defined in the Land Surveyors' Act;
 - Ability to interpret preliminary design requests and construction plans;
 - Ability to produce neat, accurate and professional looking field notes and reports;
 - Ability to analyze proposed projects and make valid decisions to accomplish the desired results in the most efficient and safest manner possible;
 - Understand and follow brief written and verbal instructions and directions for the completion of assigned work tasks within the allotted time frame;
 - Ability to work well with others and the ability to practice the principles of effective communication;
 - Recognize and report any possible hazards or safety violations that may adversely affect property, employees or the general public;
 - Must possess a valid license as a professional land surveyor issued by the State of California Board of Professional Engineers, Land Surveyors, and Geologists.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decision could affect the safety of workers, the public's welfare or result in tort liability for the Department. Inaccurate, delayed, or incomplete surveys may result in project delays, erroneously constructed facilities, or translate into added costs or claims against the State of California.

PUBLIC AND INTERNAL CONTACTS

Position requires incumbent to work in a team environment with other functional units throughout the department at all levels and with all divisions. Incumbent directs the work of his/her staff on the survey crew, has regular contact with other team members in Construction, Design, Right of Way, Maintenance and the public at large when out in the field. Incumbent must understand he or she represent the department and act accordingly at all times. External contacts may include those with other agencies, Federal, State, County and City.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Position requires incumbent to work in a team environment with other functional units throughout the department at all levels and with all divisions. Incumbent directs the work of his/her staff on the survey crew, has regular contact with other team members in Construction, Design, Right of Way, Maintenance and the public at large when out in the field. Incumbent must understand he or she represent the department and act accordingly at all times. External contacts may include those with other agencies, Federal, State, County and City.

WORK ENVIRONMENT

- Assignments are outdoors in various types of terrain and weather conditions and may include but are not limited to: exposure to dirt/noise, walking on uneven surfaces and/or rough terrain, working at great heights, poison oak, insect bites or stings, and chemicals;
 - Assignments are usually within close proximity to vehicle traffic and heavy construction equipment;
 - Possession of a valid driver's license is required to operate a State-owned or leased vehicle.
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ADA Notice

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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