

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Surveyor	OFFICE/BRANCH/SECTION D08/Right of Way / Office of Land Surveys / Geospatial Unit	
WORKING TITLE Geospatial Senior - Specialist	POSITION NUMBER 908-302-3031-004	REVISION DATE 02/27/2026

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

**GENERAL STATEMENT:**

Under the general direction of the Supervising Transportation Surveyor, the incumbent performs advanced, specialized surveying functions in support of project delivery, including geodetic control planning and development, the execution, adjustment, and analysis of control surveys, and the retracement, verification, establishment, and maintenance of design and construction alignments. Additional responsibilities include Geographic Information System (GIS) input and management of geospatial data, records retention, A&E contract task instruction and guidance, and oversight of private surveyors and public agencies performing surveying work within State right-of-way to ensure compliance with California law, Caltrans standards, and established surveying protocols. The incumbent also develops, implements, and adheres to standards for alignments, monumentation, and control work, ensuring all such activities comply with applicable laws, regulations, Caltrans policy, and professional surveying practice. The incumbent serves as a district-wide technical resource for control systems, geodetic datums, GIS datasets, monument preservation and perpetuation, and alignment-related work.

A valid driver's license is required when operating State vehicles.

Possession of a valid California Land Surveyors' License is required.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - 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. (Employee Excellence - 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. (Safety - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - People First)
- **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. (Employee Excellence - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Prosperity - Pride)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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50%	E	The incumbent performs advanced geodetic and engineering survey duties essential to the development, maintenance, and integrity of the District's control network, alignment frameworks, and monumentation. This includes geodetic control planning and development, establishing new control, evaluating existing control, and creating control hierarchies suitable for a wide range of survey needs. The incumbent executes and performs adjustment and analysis of control surveys using GNSS, terrestrial, and hybrid geodetic methods, ensuring that all work complies with Caltrans standards, professional surveying requirements, and applicable laws and regulations. The incumbent is responsible for the analysis and verification of control data, including least-squares adjustments, network diagnostics, quality evaluations, and datum and epoch management. The position includes retracement, establishment, verification, and re-establishment of District alignment frameworks, such as centerline control, baseline geometry, and design-reference alignments that support multiple projects and operational needs. The incumbent also performs vetting, calculation, and production of alignment geometry, including horizontal and vertical elements, stationing, curve elements, and other integrated control-alignment deliverables. Work further includes directing monument perpetuation and preservation, and ensuring compliance with legal requirements and Caltrans standards. The position includes evaluating work performed by private surveyors and public agencies within State right-of-way to ensure that control, alignment, and monumentation information meets required accuracy, consistency, and legal suitability.
20%	E	The incumbent is responsible for managing, organizing, and maintaining survey-related geospatial and engineering data essential to District operations. This includes the storage, retention, cataloging, and long-term preservation of survey control, alignment documentation, monumentation records, and related geospatial datasets. The incumbent ensures that all survey data is created, documented, and maintained in accordance with applicable laws, Caltrans standards, and data governance requirements. Duties include managing the accuracy, completeness, and currency of survey information; reviewing and integrating updated control data, alignment revisions, and monumentation updates; and ensuring that all records are appropriately filed, archived, and retrievable.
20%	E	Acts as the District Photogrammetry Coordinator (DPC) - responsible for the quality assurance and quality control review of consultant-produced and agency-generated photogrammetry, mobile terrestrial scanning, aerial lidar, and other remote-sensing or scanning-based mapping products. Duties include reviewing methodologies, accuracy reports, control integration and establishment, data completeness, metadata, and deliverables to ensure compliance with Caltrans standards and professional mapping requirements. The incumbent collaborates with project teams, other District units, public agencies, private surveyors, and statewide partners to ensure that photogrammetric and scanning products align with geodetic control frameworks and meet the needs of The Department.
10%	M	Participates in district and statewide meetings and training related to standards and procedures for geospatial survey work. Works with management to ensure staff compliance with legal requirements. May act as an expert witness for the State. Completes required time keeping requirements and accurately records project tasks and hours.

<sup>1</sup>ESSENTIAL 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. Incumbent works collaboratively with team under the direction of the Supervising Transportation Surveyor.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Possession of a valid California Land Surveyor License or a pre-1982 California registration as a Civil Engineer.

Knowledge of principles and techniques of personnel management and supervisor's role in EEO, Health & Safety, and labor relations programs and the processes available to meet their objectives.

Knowledge of Design, Construction, Program/Project Management, Maintenance and Right of Way operations.

Knowledge of surveying equipment, methods, practices, and standards.

Knowledge of Geodetic Control procedures and best practices.

Knowledge of GIS programs and workflows.

Knowledge of survey computations, analysis, and adjustments.

Ability to adhere to schedules. In some instances, schedules will have very minimal lead-time.

Ability to establish and maintain friendly and cooperative relations with those contacted in the course of work and to communicate

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effectively, both orally and in writing, with others within or outside the Department of Transportation organization. Ability to analyze complex surveying problems and situations using sound knowledge and procedures, and apply an effective action to obtain satisfactory conclusions.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in decisions by the incumbent could result in added cost to the State, delays in the advertising date and/or increased design and construction costs. Errors would impact other programs and erroneous data production or management could result in unlimited liability potential for the State.

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### PUBLIC AND INTERNAL CONTACTS

Will have routine contact other Caltrans personnel, contractors, engineering consultants, and industry representatives to transmit or obtain relevant information. These contacts will be verbal or written, as needed, to perform assignments. Must be able to represent the Department in litigation matters and properly respond to the media and/or elected officials. Must be able to develop relationships and be willing to partner with local entities in the construction and oversight of projects.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

**Physical:** Outdoor activities require the ability to stoop, bend, kneel, traverse across rugged terrain, hilly areas, or on uneven surfaces, and move supplies and equipment. Physical activities vary and any singular physical requirement may be for lengthy periods of time. Must be able to operate office equipment (i.e., computers, telephone, fax, copier machines, etc.). Requires manual dexterity to operate computer for preparation of reports, diaries and/or preparations of various forms. Required to be trained in first aid/CPR and apply this skill in the event of an emergency. Must be able to travel to construction work sites throughout the District and during all shifts. Must be able to travel in a vehicle for sustained periods of time and/or on uneven terrain. The location of a work site may necessitate traveling on long stretches of highway, mountains, and desert. Due to the terrain, traveling may require the jostling of a vehicle occupant.

**Mental:** Must be able to sustain mental activity to write reports, perform audit of man-hours worked, problem solve, analyze and reason solutions to related field and office operations.

**Emotional:** Must be able to maintain emotional control during conflicts with consultants, contractor and/or co-workers. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems, and perform appropriately for the situation.

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### WORK ENVIRONMENT

The incumbent may be assigned work based on Departmental needs and may be assigned to field work within District 8, which includes San Bernardino and Riverside Counties. This is primarily an office position however field visits for crew assistance or project evaluation may be necessary and this position requires the incumbent to be available to work indoors or outdoors at any time. While at their base of operation, incumbent will work in a climate- controlled office under artificial lighting. Due to possible problems with heating and air conditioning, the building temperature may fluctuate. Offices may be fixed buildings or trailers. Field activities and review locations may be in the metropolitan area or remote sites in the vicinity of construction projects. Outdoor activity includes exposure to moving traffic, loud noise, weather conditions of extreme heat and/or cold, dust, working on uneven terrain, adjacent to heavy equipment. May come in contact with hazardous materials, pesticides, chemicals (i.e., paints, cleaners, solvents, etc.). May require working in the field at night. Night work requires ability to work with artificial lighting. Ability to see and maintain alertness to the environment is critical. Required to wear and utilize protective clothing (i.e., hard hat, serviceable work shoes, vests, overalls, eye/hearing protection, respirator equipment, etc.).

This position may be eligible for telework. The amount of telework is a minimum of two in-office days per week as dictated by the Office of the Governor and based on Caltrans's evolving telework policy. All employees are expected to report to their designated headquarters location on their in-office days. 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.

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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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE