

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION North Region Project Development- Office of Surveys	
WORKING TITLE Project Surveyor	POSITION NUMBER 927-201-3029-XXX	REVISION DATE 9/12/2025

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, incumbent will provide technical expertise, knowledge and ability in processing field collected survey data, reviewing and creating construction staking note packages, and any and all other duties necessary to deliver complete survey products and information to all of North Region Office of Surveyors' clients.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Equity - Equity)
- **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. (Equity - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Integrity)
- **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 - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- **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. (Employee Excellence - Pride)

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50%	E	Executes through to completion the reduction of field generated survey data, performs electronic data transfers, compiles or directs the compilation of data for design surveys, right of way surveys, and construction staking; assists with post construction monumentation efforts. Provides research support to the monumentation perpetuation effort. Performs point cloud data extraction in support of the terrestrial and mobile scanning program.
20%	E	Interacts with project engineers and managers regarding survey requests. Determines and provides cost estimates and time durations for requested survey projects for input to the Workplan Status.

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10%	E	Provides solutions to survey problems. Coordinates with party chiefs regarding compatibility of methods and procedures for data collection and completeness of survey.
10%	E	Interacts with the Offices of Geometronics and Photogrammetry, local agencies, consultants, and the public relative to survey issues.
10%	M	Assists with training plans, safety requirements, inventory, equipment purchases, and budget plans and performs personnel duties as required.

<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.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Fundamental surveying, mathematics, and basic science as applied to surveying; methods of precise survey measuring; use and adjustment of precision surveying instruments; procedures, equipment, and materials used in surveying, including conventional and state of the art; mapping and drafting techniques; mathematics and procedures used in plane and geodetic surveying; computer applications and usage; the California Coordinate System; Code of Safe Surveying Practices; photogrammetric mapping procedures; principles and practices of boundary determination, land title research, and surveying; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of property; real property acquisition and mapping laws pertaining to public and private ownership of real property; monumentation of facilities; the Land Surveyors' Act; the Subdivision Map Act; factors which influence the impact of departmental projects on property and basic net; right of way engineering projects; planning, design, construction, and right of way procedures and policies as they relate to surveys.

Ability to: Perform the field and office surveying work; make precise survey measurements; interpret legal descriptions of real property; make and interpret survey calculations; apply and utilize the principles of the California Coordinate System; research, analyze, check, and adjust survey data; research and compile evidence and documentation for boundary determination; assist in planning, directing, and coordinating the work of a group of survey or right of way engineering personnel; do mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; write property descriptions and prepare legal land documents and descriptions; operate precise surveying instruments (conventional and state of the art); establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The decisions made by the Survey Office Project Surveyor are critical to the smooth and timely flow of work through the Survey Office. The accuracy and completeness of field note reduction is crucial to the timely delivery of data to Project Development and others. Any errors or omissions could prove to be extremely costly and could adversely affect project delivery. Errors in the construction staking notes could also delay the construction process resulting in increased costs or possible claims against the State.

**PUBLIC AND INTERNAL CONTACTS**

Incumbent interacts with representatives of other branches in the District such as Project Development, Construction, Right of Way Engineering, and with some Headquarters units. Also interacts with public agencies and the general public. Must be able to respond to oral and written requests for information relating to survey issues.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome plans and diagrams from one location to another.

**WORK ENVIRONMENT**

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Occasional travel may be required.

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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

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