

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor Party Chief	OFFICE/BRANCH/SECTION District 11 / Division of Land Surveys / Field Surveys	
WORKING TITLE Party Chief	POSITION NUMBER 911-308-3030-002	REVISION DATE 05/29/2026

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 surveying activities with other Caltrans functional units, contractors and the public. Performs a wide variety of difficult and complex professional surveying work while exercising independent professional judgment in responsible charge of assignments.

Possession of a valid Land Surveyor's License issued by the California State Board of Registration for Professional Engineers, Land Surveyors, and Geologists 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Innovation)
- **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. (Safety - Innovation, Stewardship)
- **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, Employee Excellence - Integrity)
- **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 - Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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. (Safety - Equity, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, 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. (Safety - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Plans, organizes and supervises the work of a land survey field crew in all aspects of the performance of field surveying activities, while adhering to Departmental plans, standards, policies, and procedures in support of Caltrans planning, design, right of way, maintenance, and construction. Ensures that applicable safety policies and procedures, including training, pre-job analysis, oversight and incident reporting are followed and that all work is performed in a safe manner. Administers safety meetings to ensure staff are consistently informed of Departmental safety protocols.

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35%	E	Coordinates field surveying activities with other Caltrans functional units, contractors and the public. Performs complex computations in all phases of land surveying, including Topographic, Construction, Control Surveys, Record Research, and calculations to facilitate the location of major and minor structures. Implements quality control measures to ensure deliverables meet or exceed Department standards and documents validation testing results. Complies with the California Professional Land Surveyors' Act including but not limited to signing and sealing deliverables produced under the Party Chief's responsible charge, monument perpetuation and monument rehabilitation. Oversees land surveying activities that include conventional, robotic, Global Navigation Satellite System, Mobile Terrestrial Laser Scanning, and Unmanned Aircraft systems technologies in accordance with the Department's standards, policies, and procedures. Keeps the Resident Engineer informed of pertinent construction staking issues and accepts construction staking requests only from the Resident Engineer. Keeps adequate records of State-furnished construction staking efforts (work accomplished, dates, time and resources required, survey data and re-staking) per policy and procedure.
20%	E	As a first line supervisor, provides employees with active oral and/or written feedback on job performance based upon regular monitoring of their productivity, accuracy and workload and takes timely action on disciplinary matters while adhering to the Departments' Mission, Vision, and Goals. Ensures that all staff are aware of and follow the Letter of Expectations (LOE) memorandum, Departmental Policies and Directives. Prepares timely probation reports and annual Individual Development Plans (IDPs) for all assigned employees and works with them directly on training goals, career development, and equipment needs while fostering a team-oriented, innovative work environment that is free of harassment per the Departments' Mission, Vision, Goals and Values. Supervises, hires, develops, and trains staff. Clearly communicates the organization's mission, vision, and strategic plan and strategies. Provides staff the resources needed to perform their duties successfully (e.g., tools, equipment, materials, training.) Schedules work assignments, establishes priorities, and directs the work of staff making adjustments as necessary due to changing priorities of the District and Department. Ensures staff attend mandated training. Takes the necessary appropriate actions to address performance issues; works with the District Discipline Manager and the Office of Discipline Services to immediately address disciplinary matters.
10%	M	Researches specific project problems and issues encountered during the course of work and resolves them at the lowest level possible. Works cooperatively with other members of the Land Surveys division which includes participating in the development of documented workflows and procedures for various tasks. Works cooperatively with other Caltrans functional units, contractors and the public to resolve a variety of issues.

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

The incumbent supervises a party of two to five employees.

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; control and property rights monumentation; the Land Surveyors' Act; the Subdivision Map Act; factors which influence the impact of departmental projects on property and land net; right of way engineering projects; planning, design, construction, and right of way procedures and policies as they relate to surveys; departmental plans, standards, policies, and procedures for planning, design, right of way, and construction as they relate to surveys; methods, equipment, and materials used in surveying and mapping of State facilities; computers and state-of-the-art surveying and related equipment; principles of effective communication; principles of effective leadership, personnel management and supervision; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Supervise the work of surveyors; plan and direct the work of a survey party; make precise survey measurements; interpret legal descriptions of real property, locate and evaluate boundary evidence; make and interpret difficult 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

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coordinating the work of a group of survey or right of way engineering personnel; perform mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; prepare legal documents and property descriptions; operate precise surveying instruments and related technologies (conventional and state of the art); establish and maintain friendly, professional relationships with those contacted in the course of the work; communicate effectively; make necessary corrections and/or revisions to construction plans and notes, under direction of the Resident Engineer when required to meet field conditions and/or comply with policies and standards; plan and direct the work of staff engaged in field surveying work; prepare clear and comprehensive reports and technical correspondence; review the work of others for compliance with legal requirements, policies, and specifications; effectively promote equal employment opportunities and maintain a work environment that is free of discrimination and harassment.

Analytical requirements: Incumbent must analyze situations accurately and adopt an effective course of action. Incumbent performs calculations, records survey notes and produces deliverables documenting their professional judgement for various types of land and engineering surveys.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions and judgments pertaining to the duties listed above and the safety of subordinate personnel. Poor judgment and interpretation could result in project delays resulting in costly overruns and/or contract change orders. Additionally, not adhering to safety protocol could result in injury or death.

PUBLIC AND INTERNAL CONTACTS

The incumbent has constant interaction with Departmental staff of all levels, inspectors, and contract personnel and has intermittent contact with Project and Design Engineers, consultants, Right of Way personnel, and occasional contact with property owners and the general public. Incumbent is expected to maintain cooperative working relationships with those contacted during the course of work.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires the use of heavy-duty work clothes and safety equipment. Manual labor can be intense and frequent, from clearing brush in tick-infested mountains to driving survey stakes and markers with sledge hammers for extended periods of time. Extensive walking and transporting of stakes, supply/equipment bags and hi-tech surveying equipment is necessary. Work must be completed precisely and consistently in accordance with Caltrans procedures, including quality management processes, to ensure property boundaries are accurate and that new facilities are planned, designed, staked and constructed correctly. The incumbent must ensure that projects are completed on schedule and support Caltrans contractors where appropriate to avoid claims against the Department. Incumbent is required to be tolerant of working within close proximity to high-speed traffic and other conditions associated with the planning, operation, maintenance and construction of the state highway system.

WORK ENVIRONMENT

Nearly all work is accomplished out-of-doors in remote areas, along the traveled way of highways, in heavy construction zones, on bridge caps and piles, mountain tops, desert valleys and on the property of private citizens. Work is performed in all weather conditions, including the desert heat in the summer and mountain cold in the winter. The incumbent is expected to travel throughout District 11, which includes San Diego and Imperial Counties. A small portion of the work may be accomplished within a climate controlled office environment. A valid driver's license is required to operate a State-owned or leased vehicle.

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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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