

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Transportation Eng Tech	OFFICE/BRANCH/SECTION D4 Right of Way and Land Surveys/Field Surveys/South Bay	
WORKING TITLE Survey Crew Member	POSITION NUMBER 904-403-3175-xxx	EFFECTIVE DATE 05/12/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general supervision of a Transportation Surveyor Party Chief (Caltrans) or lead worker, the incumbent will function as a member of a field survey crew. The incumbent will perform sub-professional survey related duties independently or as a lead worker. Incumbent effectively accomplishes workload and assignments and meets overall performance objectives and specific deadlines; works independently or as part of a group or team to complete work tasks and assignments; and maintains a safe working environment at all times.

CORE COMPETENCIES:

As a Transportation Eng Tech, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence - Engagement, Innovation, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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50%	E	As directed by the supervisor or lead worker, the Incumbent works with the field survey crew or independently performing complete and accurate field data collection by making detailed measurements using precision surveying instruments and performing advanced surveying calculations while participating in all manner of land surveys. Assigned duties may include, without limitation: Acting as instrument person; keeping complete, accurate and legible survey and construction notes and field sketches; setting and marking points with wood stakes or metal pipes, nails and spikes; measuring distances and establishing elevation points; setting targets; uncovering metal grates and covers; cutting and clearing brush, debris and other materials; marking survey stakes and lath, utilizing hand tools to recover monuments and other evidence, etc. Assists in researching, planning and executing assigned land survey field work.
30%	E	In the field office, Incumbent operates a wide variety of standard and specialized office equipment with CADD/calculation and email programs to analyze, prepare and communicate survey information including alignments and earthwork quantities. Incumbent also conducts detailed review of plans, estimates, reports, and specifications; compiles information, prepares detailed drawings and performs survey calculations; researches records including maps and plans; prepares reports and correspondence; analyzes technical data; archives data and maintains databases and performs quality reviews and checks.
10%	E	Attends and participates in all formal & informal, including "on-the-job," training as required.
5%	E	Performs other survey-related functions as required, including cleaning, calibration and maintenance of equipment and pre-operation inspection and fueling of vehicles. Reads and comprehends a variety of technical materials, including manufacturer's and publisher's instructional materials. Maintains materiel inventories. Sets out traffic signs & performs traffic control & lookout duties.
5%	M	Other ancillary field and/or office duties as directed to enhance project delivery.

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 position works under general supervision and does not supervise others. Incumbent may act independently, as member of a crew or as a lead worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Using and adjusting precision surveying instruments; methods, and procedures; conventional and state-of-the-art computer applications to transportation land surveying work.

Ability to: Communicate effectively at a level required for successful job performance; use and adjust precision surveying instruments; assist in highway and bridge land surveying work; make accurate land survey calculations; verifies and inspect land surveys for compliance with plans and specifications; analyze situations accurately and makes recommendations for effective action(s); prepare reports.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in field survey work may lead to encroachments and/or defects in the State's title, exposing the State to various liability claims, construction delays and greatly increasing costs to the State. Errors in judgement may impact the safety of workers and the traveling public.

PUBLIC AND INTERNAL CONTACTS

This incumbent may have contact with the public. The incumbent must maintain cooperative relationships with customers, Caltrans personnel, various law enforcement agencies, city and county transportation. A Transportation Engineering Technician on a survey crew deals with the traveling public during signing and traffic control operations on the highway; may have contact with other governmental agencies and the public at field locations and redirects all inquiries to the supervisor or lead worker, requests information from other departments as directed by the supervisor or lead worker.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Field physical requirements include: Performing strenuous physical activities such as: hiking for long distances; carrying equipment up to 40 pounds and pushing loads up to 80 pounds; stooping; bending; lifting; hammering with a sledgehammer; driving, sitting, walking or standing for long periods of time; as well as other various physical tasks on an all-day basis, including: Using cutting tools to clear brush, which can be dense and can include poison oak; lifting and swinging a sledge hammer weighing up to 20 pounds to place stakes, monuments, hubs and tack and to break apart material; lifting and transporting equipment and/or materiel weighing up to 60 pounds; extensive walking, often over steep and uneven terrain while transporting

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stakes, supplies, and equipment.

Office physical requirements include: Using a keyboard, mouse or digitizer and video display while sitting in a climate-controlled office environment, most likely at workstations in cubicles, under artificial light for long periods of time; moving large, cumbersome or heavy boxes, plans and maps from one location to another.

Mental and Emotional requirements include: Being courteous and professional to all Caltrans staff, members of other agencies, and members of the public; demonstrating a sense of responsibility and commitment to public service; conducting yourself fairly and ethically toward others; respecting cultural diversity and other individual differences in the workforce; developing and maintaining cooperative working relationships with supervisors, co-workers, staff from other agencies, contractors and others including frustrated, angry or emotional individuals; communicating effectively; dealing well with pressure while maintaining focus, intensity, optimism and persistence; multi-tasking; adapting to changes in work deliverable priorities and schedules, including short or accelerated schedules. Incumbent may be required to spend extended periods away from home while working at remote locations.

Must work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work effectively under pressure, maintaining focus and intensity while leading staff optimistically and persistently. Must collect, process, analyze, compile and report data accurately. Must reason logically, identify/recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making.

WORK ENVIRONMENT

Incumbent is required to travel to work locations; stay at remote accommodations for multi-day assignments; work overtime or at night, as required. Permission for the incumbent to use leave may be reasonably restricted or withheld. Incumbent may be required to rotate or transfer to other positions, work assignments and/or work locations within the District 4 Office of Land Surveys, according to business needs as determined by management. The rotational/transfer position shall have duties consistent with this classification. Except for the Junior Engineering Technician classification (3008), this position may be eligible for Telework. The amount of Telework, if any, is at the discretion of the Department and based on Caltrans' current Telework policy. If Telework is approved, the selected candidate may be required to travel to the headquartered location. All expenses to travel to the headquartered location will be the responsibility of the selected candidate. Employees are expected to be able to report to their headquartered location with minimal notification if an urgent need arises. Your normal working hours will be set sometime between 6:00 a.m. and 6:15 p.m.

Field work environment includes: Incumbent is required to maintain a valid driver's license within California. Must drive a vehicle to conduct normal work activities in all kinds of settings and conditions, including heavy freeway or highway traffic and in off-road areas; will work at locations which may expose the Incumbent to adverse conditions including, but not limited to: Rough, steep and/or overgrown terrain; great heights; allergen-producing vegetation including poison oak; insect and reptile bites and/or stings; loud noises; dust; and chemicals; very noisy conditions; extreme weather conditions including hot, cold, wet, dusty and dirty environments. Will walk and work on uneven paved or unpaved areas and along steep slopes. Incumbent must also be tolerant of working within very close range of high-speed traffic and heavy equipment. Use of heavy-duty work clothes and safety boots while performing a variety of mental and heavy physical labor tasks. Incumbent may be exposed to adverse conditions which may include, but are not limited to, extreme weather ranging from extreme heat to sub-freezing temperatures, as well as adverse traffic and terrain conditions.

Office work environment includes: While at their base of operations, the incumbent will work in a climate-controlled office. However, due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate. Using a keyboard, mouse or digitizer and video display while sitting, most likely at workstations in cubicles, under artificial light for long periods of time. May be required to move large, cumbersome, or heavy boxes, plans and maps from one location to another.

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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.)

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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