

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION District 12/ Division of Project Delivery/ Office of Right of Way	
WORKING TITLE Transportation Surveyor	POSITION NUMBER 912-400-3029-008	REVISION DATE

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 Transportation Surveyor performs a wide variety of difficult and complex land surveying work in the Right of Way Engineering Office including but not limited to the following: preparing Right of Way Engineering documents, court exhibits, deeds and legal descriptions; performing technical studies and reviewing and interpreting field notes; and other survey related work as required. As the incumbent progresses in experience, they will be assigned more difficult work.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity, Stewardship)
- Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Integrity, 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 - Integrity)
- Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Equity, Integrity, Pride, Stewardship)
- 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. (Employee Excellence - Collaboration)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Stewardship)
- 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, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Prepares Right of Way Engineering documents, including Records of Survey, Appraisal Maps, Right of Way Maps, Exhibit Maps, Resolution of Necessity Plats to support Department needs and goals. Prepares court exhibits for use in condemnation and tort cases and may be called upon to act as an expert witness.
20% E	Performs technical studies pertaining to land surveying, property titles, legal descriptions and deeds. Interprets legal descriptions as they pertain to land title to validate ownership. Reviews and interprets survey field notes and maps for boundary determination.

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20%	E	Prepares Deeds and Legal Descriptions used in the acquisition, disposal, or relinquishment of real property. Corresponds with public and private agencies, and internal departments. Prepares and files written reports relating to projects. Establishes and maintains paper and electronic project files.
10%	E	Coordinates, prioritizes and plans work in order to meet the schedules in a safe and timely manner. As the liaison for the Department, advises internal offices on Right of Way Engineering requirements and other related issues.
5%	E	Works with team members and supervisors to identify and implement innovations that will increase productivity, reduce costs, and improve quality in Caltrans products and services. Performs other survey related work as required.
5%	M	Prepares, checks and processes the administrative work associated with Right of Way Engineering projects such as transmittal forms, various lists, and correspondence relating to projects. Adheres to the customer service standards set by the unit and provides high quality service to meet the expectations of their internal and external customers.

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

None. In the absence of the Senior Transportation Surveyor, the incumbent may be asked to voluntarily perform the duties of the Senior Transportation Surveyor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

In-depth knowledge of procedures outlined in the Caltrans Right of Way Manual Chapter 6 and the California Land Surveyor's Act and any other real property acquisition and mapping laws pertaining to public and private ownership of real property. Knowledge in the use of CADD, coordinates, geometry and general office software. The incumbent must be well organized in their work.

A valid Land Surveyor-in-Training (LSIT) certificate, or equivalent certificate accepted by the California State Board of Registration, or graduation from a four-year curriculum in surveying, surveying engineering or surveying geomatics accredited by the Accreditation Board for Engineering Technology is required for range A-C. A valid Professional Land Surveyor license issued by the California State Board of Registration is required for range D.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible to perform in cooperative, efficient and timely manner to develop and maintain public goodwill, and to provide for own safety and the safety for co-workers. Error in judgment, poor actions, or computation could cause serious delays in project delivery and result in needless expense to State, inaccurate survey, poor public relations and unsafe working conditions.

PUBLIC AND INTERNAL CONTACTS

The incumbent is routinely in contact with fellow office members and supervisor. This would include other units such as Right of Way, Design, Field Surveys, Construction and other Branches in the District, other Districts, and Headquarters. The incumbent must be able to establish and maintain good public relations in all contacts whether with District personnel, other public and private organizations, or with the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to lift boxes of files weighing up to 20 pounds per box, be able to walk and drive.

WORK ENVIRONMENT

While the work site is generally confined to the District 12 Headquarters in the City of Santa Ana, the incumbent must be able and willing to work remotely in a telework setting and perform all assigned functions effectively and timely. The incumbent may also be required to perform field trips, drive, work outside in a field environment with dirt, noise, rough terrain, high speed freeway traffic and heavy equipment. Possession of a valid driver's license is required when operating a state 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