

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Surveyor	OFFICE/BRANCH/SECTION NR Office of Surveyors	
WORKING TITLE Regional A&E Oversight and Support Senior	POSITION NUMBER 903-201-3031-XXX	REVISION DATE 06/02/2026

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 the Supervising Transportation Surveyor, and in support of the North Region Office of Surveyors Branch Chiefs, the incumbent plans, organizes, supervises and directs the work of regional office staff assigned to a variety of surveying related tasks throughout the North Region, or as needed, Responsibilities include oversight, coordination and preparation of A&E Task Orders, coordination and verification of resources utilized for Architectural & Engineering (A&E) work, supervision of NROS Task Order Managers, oversight to A&E staff as well as providing progress reports on task deliverable status. Liaison with A&E Consultant staff, Office Chief, Branch Chiefs, Last Chance Grade Phase Order Manager and Project Management. Will provide Contract administration for NROS contracts and mentoring for NROS training and rotation programs.

Possession of a valid California Land Surveyor’s License is required.
A valid driver’s license is required when operating a state owned or leased vehicle.

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, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration)
- **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. (Prosperity, Employee Excellence - Integrity)
- **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. (Prosperity, Employee Excellence - Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - Collaboration, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Collaboration, 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, People First, Stewardship)
- **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. (Safety, Prosperity - Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)

TYPICAL DUTIES:

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

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25%	E	Oversight of Task Order Managers for the North Region Office of Surveyors working in conjunction with the team to identify and coordinate the utilization of A&E Consultant staff to meet our survey needs. Oversight of consultant survey deliverables for the Last Chance Grade project. Incumbent is open, honest, authentic and inspiring while building trust with all staff through timely communication of issues facing the Department, Region, Districts or unit in which they work with. Supports supervisors at all levels as they break through barriers to assist staff to be more efficient, innovative, flexible, and productive in their work environment. Values, encourages, and recognizes good work products. Constantly challenges existing process, business practices, organizational structure, policies, standards, and all procedures in order to continuously improve what we do. Coordinate and ensure compliance with all policies and procedures. Acts as Liaison between Office Chief, Seniors, survey crews and office staff and A&E Consultant.
25%	E	Oversight of consultant survey deliverables for the Last Chance Grade project. Acts as liaison between Last Chance Grade Phase Order Managers and NROS.
20%	E	Administration of NROS training program as well as coordination of weekly participant on-line training sessions and goals. Includes mentoring. Responsible for all training and tracking of NROS staff. Expresses genuine appreciation and respect for each person. Builds a team environment that is challenging, exciting and empowering. Promotes positive thinking. Is accountable to the team in your thoughts and actions. Administers NROS rotation program.
10%	E	Responsible for all recruitment efforts and works with the NR recruitment coordinator. Liaison for the NRPD rotation program when engineers select Surveys. Student Assistant coordinator for NROS.
10%	E	Purchasing and procurement oversight for NROS. Cal-Card manager authority required for approving Cal-Card purchases.
10%	M	Reports weekly to the Supervising Transportation Surveyor on activities and progress. Work with project management and the Contract Services Unit to appropriate the necessary funds for consultant task orders. Attends meetings related to task management and task order management on all assigned projects.

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

Incumbent will directly supervise staff. The position requires being a mentor. This position requires responsible charge over the legal aspects of boundary and right of way surveying. The position also requires task order management which includes, but is not limited to, requesting and releasing personnel from consultant agencies on an on-call basis. The position requires QA/QC over all products delivered and/or developed for monumentation in the Region. The position includes mentoring of existing staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Methods, equipment and materials used in surveying.
- Survey mapping techniques.
- Plane and geodetic surveying, including computer applications and usage, adjustments and state plane coordinate systems.
- Principles and practices of boundary determination and land title research, including legal descriptions of real property, ownership determination and real property acquisition.
- Departmental plans, standards, policies and procedures, right-of-way and related surveys.
- Principles of effective communication.
- All highway survey needs and procedures and the latest survey equipment.

Ability to:

- Deal effectively with people.
- Schedule.
- Plan and direct the work of a survey party.
- Produce survey and CADD deliverables that comply with laws, regulations, policies and standards.

Analytical Requirements:

Incumbents perform a wide variety of difficult and complex professional surveying work and exercise independent judgment in responsible charge assignments. Since requests vary greatly, the incumbent has the responsibility to determine what procedure will be used to safely and efficiently accomplish said assignments.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in field location of property lines or right of way lines may lead to encroachments and/or defects in the State's title, exposing the State to various liability claims. Mistakes in cartography, will lead to rework and confusion greatly increasing costs to the State. Errors in judgement may impact the safety of workers and the traveling public.

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PUBLIC AND INTERNAL CONTACTS

The incumbent may provide liaison between Caltrans and county agencies, Caltrans north Region Survey offices, the Contract Support Unit and Caltrans Project Management. Contact with local property owners is often required during field visits. Provide responsive high quality courteous service to State employees and coworkers, representatives of outside agencies, consultants and contractors, and members of the public. Providing accurate and complete up to date information, in a timely manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: This is an occasional field position requiring the ability to perform such activities as hiking, sometimes carrying equipment up to 40 pounds, stooping, bending, lifting, sitting, walking or standing for long periods of time, as well as sitting in vehicles for long periods of time when traveling to remote work sites. May be required to walk or work on uneven paved or unpaved shoulders and right of way and along steep slopes and gullies as well as other various other physical tasks on an allday basis.

Mental/Emotional: Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must possess the ability to work under pressure. Must be able to analyze raw data, reason logically, 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.

Must be an active listener and willing to mentor NROS staff participating in the NROS training program.

WORK ENVIRONMENT

This is a office position with occasional field visits. Incumbent must be able to work in the field and office environment with people of many personality types. Requires the ability to work in a variety of weather conditions, from extreme heat to, able to sit for long periods of time, and able to go on occasional field visits.

Requires the ability to be a mentor.

Travel is required in the Region. Incumbent will be required to stay out when over 50 miles with few exceptions.

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
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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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