

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION Central Region Services - District 10 Surveys	
WORKING TITLE Survey Crew Member - Range A-D	POSITION NUMBER 931-206-3029	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 Transportation Surveyor Party Chief CT (Caltrans), the incumbent preforms a wide variety of professional land surveying work in a field setting. As incumbent progress in experience, the work assigned will be more difficult and the incumbent may function as a lead person over the activities of various surveying and technical personnel in the field. Incumbent at the journey level and with a license will work in a responsible charge capacity.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity - Collaboration, 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. (Equity, Climate Action - 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. (Equity, Climate Action - Integrity, People First, Pride)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity, Employee Excellence - Collaboration, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - Innovation, Integrity, Stewardship)
- 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 - Innovation, Integrity)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity, Employee Excellence - Integrity)
- Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Equity, Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Operates a Total Station Survey System, GPS Survey System, Digital Level and the associated software in the acquisition of survey data. Processes and analyzes survey data to assure accuracy and completeness, and creates the deliverables for office processing and using a variety of surveying software. Maintains all precision survey instruments used by the field crew. Evaluate the most appropriate terrain and topographic points to be surveyed on design data surveys. Prepare the data collector for different operations and correctly enters data coding in accordance to Caltrans and Regional practices and procedures.

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25%	E	Reads and interprets construction plans highway projects. Perform calculations incidental to the construction staking process. Sets construction stakes using a variety of surveying techniques. Verifies the accuracy of construction stakes set to insure stakes properly reflect the construction plans.
15%	E	Keeps survey notes. Calculates and prepares necessary construction notes from plans, alignments or slope stakes for use by the field survey crew, contractor and Caltrans construction personnel.
10%	E	Assist in preparing safety meetings every 10 days or more often as site conditions change. Adheres to and assists other survey crew members in following procedures in conformance with the Surveys Manual and Safety Manual.
5%	E	Organizes and uses a variety of hand tools in a responsible and safe manner. Performs traffic control or acts as a lookout to insure the safety of other crew members working on foot in or near live traffic.
5%	M	Operates a vehicle that requires a Class C license and adheres to all Caltrans policies and State laws while driving. Must be able to safely operate a vehicle in all types of roadway driving as well as navigating in work zones and construction zones.

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, but may act as a lead person in responsible charge of the field crew in the absence of a Transportation Surveyor Party Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of:

- Fundamental surveying
- Mathematics
- Land Surveying
- Legal Descriptions
- Principles of Land Title
- California Coordinate System
- Computers and survey software

Ability to:

- Operate standard calculator to compute various mathematical equations and problems using algebraic, geometric and trigonometric calculations.
- Read and understand maps and drawings to ensure appropriate and correct interpretation of information and data.
- Produce neat, accurate and professional looking field notes, make accurate surveying calculations, work well with others, complete work assignments timely and accurately, comply with department and district policies and procedures, use and adjust precision surveying instruments.

Analytical Requirements:

- Helps analyze proposed projects and determines how to accomplish the desired results with the most efficient methods.
- The incumbent is to be alert for and bring to the attention of the Transportation Surveyor Party Chief CT, methods or procedures that may reduce costs or increase the safety and efficiency of survey operations.
- Must be able to analyze electronic survey data for errors and be able to correct those errors.
- Understand and follow brief written and oral instructions and directions for the completion of assign work tasks.
- Understand and follow complex detailed written and oral instructions and directions for the completion of assign work tasks.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decision making could affect public welfare or result in tort liability for the Department. Inaccurate, delayed or incomplete surveys may result in added costs due to delay charges and reconstruction.

PUBLIC AND INTERNAL CONTACTS

Occasionally is in contact with persons from outside the Surveys Branch such as Maintenance, Construction, Right-of-Way and Project Development Branches. Also interacts with other agencies and had regular informal contact with the public.

ADA Notice

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to collect survey data over rough, uneven and steep terrain. Must be able to move 50 pounds from one location to another. Must possess the ability to stand for prolonged periods of time. Must be able to use hand and power tools such as, but not limited to, shovels, digging bars, sledge hammer and jackhammers. Must be able to take verbal and written direction constructively, work cooperatively as a team member and act with courtesy to co-workers and the public.

WORK ENVIRONMENT

Must be able to travel to project locations away from their home requiring overnight travel. Must be able to work overtime when needed. Must be able to work on foot near heavy traffic. Must be able to work in extreme weather conditions including wet, dusty and dirty environments. Possession of a valid Driver's License is required when operating a state owned or leased vehicle.

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