

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION Central Region Services - D10 Surveys	
WORKING TITLE Transportation Surveyor, RWE Office - Range A-D	POSITION NUMBER 931-206-3029	REVISION DATE 05/14/2025

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 works mainly in an office setting and preforms a wide variety of office surveys tasks that include, but are not limited to the following: researching records; perform complex surveying calculations; preparing various Right of Way (R/W) and surveying maps; preparing legal descriptions and deeds; providing information to the public; reducing and analyzing field data; occasionally functioning as a member of a field crew and performing other survey related work as required. The Transportation Surveyor Range D, is in "responsible charge" of their work as defined in the Land Surveyor Act, and may be called upon to act as a lead person in "responsible charge" of the technical work of other rank and file employees.

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. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - 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 - Integrity, Pride, 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. (Equity - Collaboration, Innovation, Integrity, Stewardship)
- 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 - Collaboration, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, 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, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Climate Action - Innovation, Integrity, 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. (Climate Action, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Analyzes field survey data, title reports, legal descriptions, record maps, and related documents to determine property and R/W boundaries. Researches public records from counties, cities, utilities and other agencies. Produces documents and maps defining the existing location of acquisition of and disposal of State R/W, including but not limited to, legal descriptions, acquisition deeds, Resolutions of Necessities (Condemnation), land net maps, appraisal maps, relinquishment or vacation maps, federal application maps, condemnation maps and final record maps. Checks the technical work of other staff and participates in an interoffice QC/QA Program.
25%	E	Works with other Caltrans departments to determine project surveying needs. Prepares Survey Requests and complies supporting information for field surveys.
15%	E	Performs oversight activities on surveying and R/W engineering work by others (consultants, local agencies or developers) on State Highway Improvement Projects and ensures that it conforms to minimum Caltrans standards, practices and procedures. This effort includes providing assistance regarding Caltrans standards and practices; providing technical review of survey and R/W engineering deliverables at milestone intervals; attending periodic meetings to discuss progress, issues and next actions; on-site visits to consultants or outside entities to provide guidance.
10%	E	Reviews, analyzes, reduces, and/or adjusts survey field data. Produces maps and reports, including but not limited to, Digital Terrain Maps, Project Control and Record of Surveys.
5%	E	Maintains, updates and researches Caltrans survey records, processes requests from the public for these records.
5%	M	Functions as a member of a field crew and performs other survey work as required.

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. May perform the duties of a lead person in "responsible charge" of the technical work of other rank and file employees. May fill in for the Senior Transportation Surveyor or a Transportation Surveyor Party Chief in his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should have knowledge of:

- Land Surveyor's Act, Subdivision Map Act, Public Resource Code and the Rules and Regulations of the Board of Registration for Engineers and Land Surveyors.
- Principles of boundary control, legal principles and evidence and procedures for boundary location.
- Land surveying techniques to perform surveying activities, understand and interpret survey information and interpret and explain drawings and details about construction projects.
- Basics of Land Surveying, including USPLSS, CCS, Principles of Land Title and the Metric System.
- Plane coordinate systems to plan survey activities, and interpret and calculate survey data;
- Mathematics, including algebra, geometry, trigonometry and error analysis.
- Computers and survey software.

The incumbent should have the ability to:

- Communicate effectively with the public and other Caltrans staff.
- Effectively utilize new technology and procedures on project work.
- Exercise sound judgment and common sense when making decisions and formulating actions.
- Solve simple and complex survey problems using mathematics and basic surveying principles.
- Perform, check and verify the accuracy of surveying and R/W engineering calculations, including but not limited to, traverses, alignments, area, construction staking and earthwork quantities.
- Read and comprehend in both hard copy and on-line formats, a variety of departmental manuals, procedures and guidelines including the Survey Manual, Right of Way Manual, Drafting and Plans Manual, Safety Manual and Central Region RWE Procedures to ensure appropriate application and adherence in planning, completing survey and R/W engineering activities.
- Interpret, understand and produce maps and drawings depicting specific locales/regions, topographical characteristics, property boundaries and other surveying/engineering related information.
- Analyze survey requests and projects, then determine the appropriate course of action.
- Correctly analyze and adjust survey data.
- Work effectively as part of a group to complete work tasks and assignments.
- Understand and follow complex, detailed, written and/or oral instructions and directions for the completion of assigned work tasks.
- Identify problems in the workplace and suggest improvements.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate survey data and/or survey procedures could result in losses in production, increased project costs, project delays, injury to the department's credibility and public image and possibly create encroachments upon private property. Failure to provide accurate R/W and/or survey information could additionally cause delays and monetary losses to other public or private entities. Poor judgment regarding safety in the field could endanger self, crew members or the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact, both written and verbal with Caltrans staff, public agency staff, the general public and consultant surveyors and engineers. He/she must maintain a professional attitude, appearance and treat others with courtesy and respect.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to work in front of a video display terminal for extended periods of time. The incumbent may be required to move boxes of record documents, map files, supplies and miscellaneous survey equipment weighing up to 40 pounds. The incumbent may also be required to traverse uneven and varying terrain for extended periods of time.

WORK ENVIRONMENT

The incumbent works in an air-conditioned office setting with artificial lighting and/or natural lighting. Above duties require the use of a computer for extended periods of time. Duties may also require the incumbent to sit for extended periods of time to perform the duties of the position. Duties may also require the incumbent to work overtime. The incumbent may occasionally be required to work outdoors, on uneven terrain and in various weather conditions. Possession of a valid Driver's License is required when operating a state owned or leased vehicle. The incumbent may also be required to travel overnight on short-term assignments throughout the Central Region or State for meetings, training or field/office job assignments.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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