

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Surveyor	OFFICE/BRANCH/SECTION District 7/Division of Design/Office of Surveys	
WORKING TITLE Supervisor, Mapping Unit	POSITION NUMBER 907-302-3031-005	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 Supervising Transportation Surveyor, the Senior Transportation Surveyor provides leadership of the Mapping Unit within the District 7 Office of Surveys. The incumbent will lead a staff that creates alignments and record documents, manages consultant work, and creates other products to effectively deliver the Department's transportation program.

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Pride)
- 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. (Safety - Collaboration)
- 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 - 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. (Equity - Collaboration, People First)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - 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 - Integrity, Pride)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Innovation, Pride, Stewardship)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation, Pride)

TYPICAL DUTIES:

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

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35%	E	Supervises, plans, organizes, and directs the daily activities, work assignments, project scheduling and product delivery of the District's Mapping Unit and Record Center staff. The Mapping Unit produces alignment maps, survey control and coordinate control maps, public hearing and court exhibits, Records of Surveys, and corner records. These mapping products are used by the Design, Right of Way, Traffic, Surveys, Maintenance, Legal, and Construction Divisions, as well as the general public. The Surveys Record Center retains and archives all the data and products produced by the District 7 Office of Surveys, and staffs a public counter during regular business hours. The incumbent identifies project resource and funding requirements, negotiates these requirements with project managers, tracks budget expenditures in relation to project delivery schedules, and projects future fiscal year needs. The incumbent will prioritize and assign work requests to the appropriately skilled staff based upon project delivery schedules and required task lead times. The incumbent will develop an independent quality assurance program to ensure the delivery of quality land surveying products on time and within budget. The incumbent will conduct annual Individual Development Plan meetings and will provide regular feedback to staff.
30%	E	Establishes standard operating procedures within the unit consistent with state laws, Caltrans, district, division, and office policies. Communicates policies and procedures with staff, other functional units, and outside entities. Takes appropriate action in the implementation of those laws and policies. Accurately reports worked time and charges in the Staff Central Time Reporting System. Prepares workplan estimates, workload, and staffing projections, comprehensive reports, and correspondence. Prepares project reports as requested management. Ensures on-time delivery of survey products.
20%	E	Coordinates Survey Requests for data collection and processing with Department or consultant field crews, and with internal or external partners or agencies. Attends Project Development Team (PDT) and other project-related meetings as needed. Performs (independent) Quality Assurance reviews of all mapping products to ensure accuracy and compliance with applicable standards and specifications. Coordinates delivery of survey data with the requestor, project manager, and consultant. Defines the Task Order scope of work and provides oversight of various mapping related projects assigned to A&E consultants. Assists management in the creation and implementation of geospatial data management and workflow processes to integrate existing mapping data and survey records retention systems into a comprehensive geospatial data management system. Processes electronic mapping data into the District's GIS records system.
10%	E	Determines staff Capital Project Skills Development (CPSD) training needs and ensures scheduling of required staff training. Trains staff in the technical aspects unique to the unit. Mentors staff to become capable leaders. Immediately reports any personal injury occurring during the course of work to their supervisor in compliance with all safety standards. Conducts regular safety meetings.
5%	M	Performs other duties required under the Senior Transportation Surveyor classification.

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 incumbent regularly supervises staff comprised of Transportation Surveyors, Transportation Engineering Technicians, and Associate Governmental Program Analysts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Possession of a valid California Land Surveyor License or a pre-1982 California registration as a Civil Engineer, and possession of a valid California Drivers License.
- Knowledge and ability to apply the fundamentals of land surveying. This includes mathematics and basic science as it applies to the land surveying profession.
- Knowledge of the methods and procedures used in the practice of land surveying as described in the Caltrans Surveys Manual.
- Knowledge and ability to apply the principles and practices of cartography.
- Knowledge of the basic organization, functions, mission, vision, and goals of the Department.
- Knowledge of principles and processes of personnel management and the role of the supervisor in the EEO, Health & Safety, labor relations, and Human Resource programs.
- Knowledge and understanding of the Department's zero tolerance policies and progressive discipline process.
- Knowledge and practice of current safety procedures as described in the Code of Safe Surveying Practices and the Caltrans

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Illness and Injury Prevention Program.

- Knowledge and ability to utilize basic principles of trigonometry as used in plane and geodetic surveying and within the California Coordinate System.
- Knowledge of the applicable laws and the Department's responsibility to perpetuate monumentation and mapping as defined in the Land Surveyors' Act and the Subdivision Map Act.
- Ability to apply the principles of project management, develop QC/QA processes and performance measures, and establish and adhere to schedules.
- Ability to establish and maintain friendly and cooperative relations with those contacted in the course of work and to communicate effectively, both orally and in writing, with others internally or outside the Department.
- Ability to conduct research, analyze survey data, perform survey calculations, and resolve complex surveying problems and situations using sound methods and procedures, and apply an effective action to obtain satisfactory results.
- Ability to conduct research, analyze survey data, perform survey calculations, and resolve complex surveying problems and situations using sound methods and procedures, and apply an effective action to obtain satisfactory results.
- Ability to create survey documents that comply with laws regulating the practice of land surveying in the State of California.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for supporting various functional units within the Department and within the Office of Surveys in support of staff performing land surveying work and document preparation. This work is required to support the Department's Capital Outlay Support (COS) program, which is responsible for the development and delivery of billions of dollars of transportation improvements. It is imperative that this work is accomplished accurately, timely, efficiently, and safely. The effects of poor decisions relating to any of these items could translate into project delays resulting in significant additional costs or claims against the State of California.

PUBLIC AND INTERNAL CONTACTS

Public contacts may include those with other state agencies, local and federal agencies, private surveyors and engineers, private citizens, consultants, construction contractors, and may respond to inquiries from the media or elected officials. The incumbent will routinely make internal contacts with other Department personnel at all levels and within all Divisions and Districts, and must be able to represent the Department in legal matters. These contacts will be verbal or written as needed to perform assignments. The incumbent must be able to develop these relationships for the efficient development and delivery of the Department's transportation program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**Physical**

The Senior Transportation Surveyor's normal assignments are within District 7, which includes Los Angeles and Ventura Counties. On occasion, training and work assignments may require the incumbent to work outside of their assigned District. As the Office of Surveys delivers many different work products, changes in work assignments are frequent and unpredictable. Since the physical environment is directly linked to work assignments, any or all of the following conditions may be encountered:

- Will be sitting for extended periods of time, and operate computers using a keyboard and video display terminal; operation of plotters, scanners, copiers, and other typical office machines.
- Frequent substantial or unexpected workload changes which can dictate rescheduling or reassigning of work as needed.
- May occasionally travel to remote work assignments for various lengths of time as projects dictate. Out of town assignments are described as locations outside a 50-mile radius from the incumbent's assigned office.
- May require bending, stooping and kneeling, and may be required to move large or cumbersome project plans.
- Ability to perform simple grasping and requires fine manipulation, repetitive motion, and manual dexterity when using computers and various electronic data collection systems, and while preparing various documents and reports.
- May require operating a motor vehicle.

Mental

- Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
- Must be able to sustain mental activity and concentration to write reports, analyze problems, and develop solutions related to office operations and assigned projects.
- Must be fluent and up-to-date with tasks and their required milestones with an ability to manage several projects with competing priorities effectively.

Emotional

- The position requires constant interaction with Department staff, upper management, and external contacts. It is important that the incumbent work closely with others to develop and maintain cooperative, professional relationships.
- May be subject to, and have the ability to recognize and handle difficult, emotionally charged issues or situations and respond appropriately in a calm and professional manner.
- Must deal effectively with pressure; maintain focus and intensity, yet remain optimistic and persistent, even while working under adverse conditions.
- Is open to change, and adapts behavior and work methods when presented with new ideas, changing conditions, or unexpected obstacles.

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- Values cultural diversity and other individual differences in the workforce.
- Should strive to maintain a high level of professionalism, promote cooperation and unity, and show a genuine concern for work-related matters and staff issues.
- The incumbent should be sensitive, open, and responsive to staff and other personnel and act responsibly in their daily activities to maintain a safe and productive work environment.
- Leads by example. Behaves in a fair, ethical, and professional manner toward others. Demonstrates a sense of responsibility and commitment to public service. Must possess maturity and self-awareness.
- The incumbent must be willing to improvise, adapt, and overcome obstacles to achieve district priorities. The ability to foresee pitfalls and provide practical solutions is essential.
- The incumbent must be able to accommodate, listen, and converse with his/her staff on work-related items as well as personal issues.
- The individual must be able to convey his/her opinions and decision in a fair and compassionate way and to provide guidance or counseling whenever necessary.
- The incumbent must also stress and be able to provide an atmosphere of cooperation, sensitivity, openness, responsiveness, and professionalism in his/her daily activities.

WORK ENVIRONMENT

The incumbent will primarily work in a cubicle workspace which is: a climate-controlled office environment; under artificial lighting; and in a conservative, professional work setting.

Incumbent may be required to travel and work outdoors and may encounter various types of terrain and weather conditions, including exposure to dirt, noise and walking on uneven surfaces, extreme heat or cold, and within close proximity to significant automotive traffic and heavy construction equipment.

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 headquarterd location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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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