

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION Data Management/Geospatial Branch	
WORKING TITLE Transportation Surveyor	POSITION NUMBER 904-403-3029-xxx	REVISION DATE 01/13/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Senior Transportation Surveyor, the incumbent collaborates closely with the Right of Way Engineering and Field Surveys units to create real property asset features for the Division of Right of Way/Geospatial. Serving as a subject matter expert and innovator in Geographic Information Systems (GIS), the incumbent performs GIS-related work in support of the Division of Right of Way and Land Surveys. Additionally, they contribute to the Branch's responsibility of advancing GIS strategies that support decision-making activities within Caltrans' Right of Way.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Innovation, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Collaboration, Innovation, 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 - Equity, 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, Integrity, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Equity, Prosperity - Equity, People First, 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. (Equity - Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Analyzes Right of Way documents (Right of Way Maps, Records of Survey, Legal Descriptions, Agreements exhibits, etc.) and Survey data (Survey monuments & control, Field Notes, Digital Terrain Models and other electronic survey data) to create real property asset features for Division geospatial information systems.
35% E	Participates in real property and survey data information management by creating and maintaining Geographic Information System Data sets depicting State property interests (fee, easement, etc.), agreements (lease, cooperative, maintenance, utility, etc.), and other highway system assets

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10%	E	Research Department databases used for Project Management (PRISM), Owner/Operator (IMMS) and Real Property (ROWMIS), etc.
10%	E	Research geospatial data available from other Department functional units, cities, counties, and other government agencies
5%	M	Provides information pertaining to right of way and land title matters to other departmental personnel and members of the public.

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. However, the incumbent may lead one or two coworkers in Surveying and Right of Way Engineering activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Fundamental plane surveying principles, methods, equipment, materials, and safety.
 - Mapping and drafting techniques.
 - Plane surveying computations, including computer applications and usage, adjustments, and state plane coordinate systems.
 - Departmental plans, standards, policies and procedures for Design, Right of Way and Construction relative to Surveys.
 - Methods to produce graphical terrain representations.
 - Coordinate geometry, digital terrain modeling, import and export of files. Civil 3D; MicroStation; ArcGIS; and Google Earth software applications
 - Computer file management.
 - Basic principles of trigonometry and geometry
- Ability to:

- Comprehend and analyze highway construction plans.
- Calculate slope, elevation and offset. • Create digital horizontal and vertical alignments.
- Manipulate data with Caltrans computer software.
- Create computer plots with civil 3D software • Create spreadsheets and word documents with computer software.
- Create neat and accurate computations and notes.
- Communicate effectively, verbally and in writing.
- Establish and maintain friendly and business-like relations with those contacted in the course of work.

Analytical Requirements

The tasks performed are detailed and varied and require the incumbent to be innovative to carry out the Surveying and Right of Way Engineering needs for the Department. Since requests vary

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in determination of property lines or right of way lines can result in defective acquisition documents. This may lead in turn to defects in the State's title, exposing the State to various liability claims. Inaccurate property line determination may cause the State to be discredited with title companies and local agency surveyors and engineers. Mistakes in condemnation documents can cause mistrials and greatly increase cost to the State. Mistakes in setting the right of way can also result in delays during construction with resulting payment of claims.

PUBLIC AND INTERNAL CONTACTS

Most contacts will be internal conferring with designers about right of way location detail; and with agents about appraisal maps and documents requested. May occasionally assist engineers and surveyors from other agencies and members of the public in connection with State right of way. Incumbent must possess a professional attitude and good phone manners.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. May also be required to move large or cumbersome plans and maps from one location to another. He or she must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

WORK ENVIRONMENT

The incumbent works primarily in a climate-controlled office environment under artificial and natural lighting, or remotely telecommuting. On occasion the incumbent will be required to travel. 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

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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

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE