

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor Party Chief	OFFICE/BRANCH/SECTION District 09 Surveys	
WORKING TITLE Party Chief	POSITION NUMBER 909-205-3030-001	REVISION DATE 08/25/2026

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 a Senior Transportation Surveyor CT (Caltrans), the incumbent supervises, plans and coordinates the daily operations of a field survey crew. Train subordinates to perform duties such as operation of precision surveying instruments, proper surveying procedures, equipment maintenance, survey calculations and note keeping.

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

CORE COMPETENCIES:

As a Transportation Surveyor Party Chief, 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. (Equity - Pride)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Innovation)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - People First)
- 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. (Safety - 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 - Innovation)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Pride)
- 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. (Safety - Collaboration)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Climate Action - Integrity)
- 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. (Employee Excellence - Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Organizes and directs field survey crew in daily assignments. Plans location, method and safety of crew work. Oversees tailgate safety meetings every 10 working days. Verifies project datums and project control. Directs survey crew in procedures to be used in fieldwork in conformance with the Surveys Manual. Assigns tasks of survey crew members. Exercises "responsible charge" of crew's survey work as defined in the Land Surveyor's Act. Ensures that daily field survey operations are in compliance with legal requirements, policies and specifications.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	Communicates and coordinates field survey activities with Construction, Design, and office Surveys. Performs complex survey calculations and makes surveying related decisions. Analyzes and processes field data collected by survey crew and verifies accuracy of work performed by the field survey crew. Keeps accurate and complete records of surveying activities. Generates weekly Field Survey Party Report. Signs and seals documents per the Professional Land Surveyors' Act when necessary
15%	E	As a first line supervisor, provides active feedback to employees on performance appraisals and takes timely action on disciplinary matters. Manages the development and training of survey crew members. Ensures equipment is transported, stored, operated and maintained and adjusted safely and as intended. Trains crews in the use and care of equipment and survey standards.
10%	M	Performs traffic control. This includes but is not limited to setting signs, cones, flagging traffic and locating barrier vehicles. Monitors state vehicle and equipment usage, reports any misuse or abuse to the Senior Transportation Surveyor.

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

Supervises professional and technical field operations crew. May act in behalf of the Senior Transportation Surveyor in his or her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of fundamental surveying, mathematics, basic science as applied to surveying, land surveying, legal descriptions, principles of land title, California Coordinate System, computers and survey software and calculators. Knowledge of departmental plans, standards, policies, and procedures for planning, design, right of way, and construction related to surveying. Principles of effective personnel management and supervision. Knowledge of Fundamental surveying, mathematics, basic science as applied to surveying, land surveying, legal descriptions, principles of land title, California Coordinate System, computers and survey software and calculators. Knowledge of departmental plans, standards, policies, and procedures for planning, design, right of way, and construction related to surveying. Principles of effective personnel management and supervision.

Must have the ability to supervise the work of surveyors; plan and direct work of a survey party. Ability to read and understand maps and drawings to ensure appropriate and correct interpretation of information and data. Must be able to analyze proposed projects and determine how to accomplish the desired results with the most efficient methods. Must be able to communicate with the Senior Transportation Surveyor CT, methods or procedures that may reduce costs or increase the safety and efficiency of survey operations. Ability to analyze electronic survey data for errors and be able to correct those errors.

Must be able to prepare neat, accurate and comprehensive reports and technical correspondence; review the work of others for compliance with legal requirements, policies and specifications. Must be able to effectively promote equal employment opportunity and maintain a work environment that is free of discrimination and harassment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions and judgments pertaining to the duties listed above and the safety of subordinate personnel. 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

Constant interaction between the incumbent and survey party members, regular contact with Resident Engineers, inspectors, and contractor personnel. Intermittent contact with Project and Design Engineers, Consultants, Right of Way personnel, Maintenance, or other agencies, and occasional and informal contact with property owners and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent 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 travel to project locations away from their home requiring overnight travel. Must be able to work overtime when needed. Must be able to travel in any type of vehicle in heavy freeway and highway traffic. Must be able to work on foot near heavy traffic. Must be able to work in extreme weather and various types of terrain and environment. Must be able to take direction constructively, communicate effectively with others, promote teamwork and act with courtesy to coworkers and the public.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

WORK ENVIRONMENT

Overtime may be required. Overnight travel to project locations is required. Field work assignments may be within close proximity to automobile traffic and heavy construction equipment. Assignments may be in various terrain, over rough, uneven and steep surfaces. May be subject to work in extreme weather conditions, from extreme heat to sub-freezing temperatures, as well as wet, dusty or dirty environments.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans’s current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee’s designated Headquarters 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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE