

CLASSIFICATION TITLE Senior Transportation Surveyor	OFFICE/BRANCH/SECTION District 7/Division of Design/Office of Surveys	
WORKING TITLE Constructibility, Equipment, and Technology Manager	POSITION NUMBER 907-302-3031-XXX	REVISION DATE 08/18/2026

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 Supervising Transportation Surveyor, the Senior Transportation Surveyor (Specialist) provides technical support for project delivery within the District 7 Office of Surveys. The incumbent conducts constructibility reviews, interacts with project teams, manages the Office's surveying equipment inventory, and researches and implements new technologies to effectively deliver the Department's project delivery program. The incumbent will be in frequent contact with field surveying staff performing construction surveys to better understand where improvements can be made in the plans preparation process. The incumbent is expected to stay current on emerging measurement and related technologies.

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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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. (Prosperity - Integrity)
- **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 - Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity - 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. (Prosperity - Pride)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Equity - Innovation)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Prosperity - Pride)

TYPICAL DUTIES:

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

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45%	E	Conducts detailed technical constructibility reviews. The incumbent is responsible for conducting detailed technical constructibility reviews at the 30-, 60-, and 95-percent project delivery milestones, ensuring that the surveying products shown in draft design plans accurately represent the electronic project deliverables submitted to requestors by the Office of Surveys. The incumbent is expected to review, critique, and report the comparisons of draft plans against the electronic project deliverables submitted to requestors by the Office of Surveys. Examples of the surveying datasets to be reviewed include centerline alignments, surface files, and project control along with other electronic files created by the Office of Surveys that support the plans preparation process for successful project delivery. The incumbent will also perform an audit of all surveying deliverables made to requestors, ensuring those deliverables are signed and sealed by the responsible charge land surveying registrants according to statute.
30%	E	Project communication and engagement. Working closely with staff in the Office Engineer, the incumbent is expected to convey the results of constructibility reviews in a timely manner that concisely summarizes any issues, along with recommendations for the specific steps needed to obtain concurrence. The incumbent shall endeavor to solve any differences constructively at the lowest level possible before engaging management. When the differences shown to exist between what was delivered and what is shown on design plans cannot be reconciled after a constructibility review, it is expected that the incumbent will communicate those differences to upper management in a timely and succinct manner, summarizing what is needed for successful resolution. The incumbent is expected to attend and participate in all scheduled Capitol Outlay Support (COS), Design, and Surveys Horizon meetings. The incumbent is also expected to attend project design team (PDT) on an as-needed basis. The expectation is that the incumbent will communicate project status in a timely and accurate manner to their production counterparts in the Office of Surveys, as well as upper management. Finally, the incumbent is expected to be in frequent contact with field surveying staff performing construction surveys to better understand where improvements can be made in the plans preparation process. The goal of these interactions with field staff during construction is to establish a recurring feedback loop within the Office of Surveys where previous issues in the final project plans are minimized during future construction projects.
10%	E	Assists in managing assigned surveying equipment and vehicle fleet. The incumbent will manage and maintain the inventory of all surveying equipment within the Office of Surveys, including the management of assets within the Office of Land Surveys' (OLS) equipment database of surveying equipment assigned to District 7. As the point-of-contact with OLS, the incumbent will distribute new equipment to field offices in a timely manner that ensures an equal distribution of assets to those field offices. The incumbent is expected to file timely reports of damaged equipment and ensure that any assigned equipment is shipped back to OLS in a secure and timely manner. The incumbent will also assist in managing the vehicle fleet assigned to the Office of Surveys, acting as a liaison between the Office of Surveys, the Division of Design, and the Division of Equipment.
10%	E	Evaluates and assists in implementing measurement technologies. The incumbent is expected to stay current on emerging measurement and related technologies. At a minimum, the measurement technologies to be researched shall be evaluated using the following criteria that are listed in no particular order: 1) expected system measurement accuracy/precision, 2) level of effort requirements, 3) staff expertise requirements/system complexity, 4) turn-around time requirements, and 5) impacts on worker safety. When measurement technologies are evaluated, it is expected that the incumbent will engage technical subject matter experts (SMEs) within the Office of Surveys to obtain technical insights while assessing these emerging measurement technologies. Whenever a new measurement technology is implemented within the Office of Surveys, the incumbent is expected to work with SMEs in perfecting an Office-wide, bottoms-up workflow that improves project delivery outlined in the evaluation research criteria under this duty task.
5%	M	Perform other duties as 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

As a non-supervisory specialist, the incumbent does not routinely supervise other staff but on occasion will be in a lead capacity coordinating the work performed by other professionals. For brief periods of time, the incumbent may be asked to act for a

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 supervisor within the Office of Surveys.

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 and practice of current safety procedures as described in the Code of Safe Surveying Practices and the Caltrans 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 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 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 represent the Office of Surveys in a critical role needed for timely project delivery.
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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 plans 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 track several projects on the contract for delivery (CFD) with competing priorities effectively.
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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.
 - 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.
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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 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.

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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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