

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION North Region Project Development- Office of Surveys	
WORKING TITLE Project Surveyor	POSITION NUMBER 903-201-3029-XXX	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 the North Region Surveys Branch Chief, a Senior Transportation Surveyor, the incumbent performs a wide variety of professional land surveying work in an office setting. Incumbent is responsible for the preparation of maps and documents needed to acquire, sell, relinquish, vacate, and monument the rights of ways of State highways.

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)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Stewardship)
- 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 - 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. (Employee Excellence - Innovation)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Collaboration)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Equity)
- 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 - Collaboration)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - 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. (Employee Excellence - Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Prepare maps of all types, including, but not limited to, appraisal, sales, resolutions of necessity, application, right of way record, vacation, relinquishment, and excess lands. Involved with the preparation of these maps are such necessary tasks as property line resolution, and research and interpretation of deeds, title reports, and other records. Incumbent is responsible for the maintenance and updating of the documents and maps that show the rights of way that have been acquired and the interpretation of these documents.
35% E	Prepare deeds of all types, including those for new right of way acquisition as well as for disposal of excess lands. This effort includes researching, analyzing, and interpreting various deeds, maps, survey information, and other data in order to accurately and legally convey title.

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10%	E	Prepare and file monumentation maps in conformance with the Land Surveyors' Act and in compliance with Caltrans' policy and procedures. This effort includes initiating survey requests for monuments to be set, reset, and referenced, and may also include filing of Corner Records.
5%	E	Prepare maps and documents for vacation and relinquishment of superseded rights of ways. Meet with surveyors and the general public to answer questions as to location of ownership on State highway rights of way, and perform other related duties as needed.
5%	M	Perform the reduction of field generated survey data. Prepare data for construction staking. Research the survey office files and provide field party chiefs with all necessary data. Participate as a member of a field crew collecting routine survey data, or laying out of predetermined points as leadworker, instrument person, or crew member. May assist on a GPS survey crew. May perform field reconnaissance as necessary. May prepare and present information to the public, other public agencies and private firms on surveys and rights of way. May in occasion be required to assist short-term on a field crew.

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 act in a leadworker capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of fundamental surveying, mathematics, and basic science as applied to surveying; procedures, equipment, and materials used in surveying, including conventional, state-of-the-art computers and related equipment; mapping and drafting techniques; mathematics and procedures used in plane and geodetic surveying; computer applications and usage; the California Coordinate System; Code of Safe Surveying Practices; photogrammetric mapping procedures; principles and practices of boundary determination and land title research; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of real property; real property acquisition and mapping laws pertaining to public and private ownership of real property; the Land Surveyors' Act, Subdivision Map Act, and other statutes related to land surveying; methods, equipment, and materials used in the surveying and mapping of State facilities; monumentation of facilities; factors which influence the impact of departmental projects on property and the basic landnet; right of way engineering projects; planning, design, construction, and right of way procedures and policies as they relate to surveys.

Ability to perform the less complex field and office surveying work; make precise survey measurements; interpret legal descriptions of real property; make and interpret difficult survey calculations; apply and utilize the principles of the California Coordinate System; research, analyze, check, and adjust survey data; research and compile evidence and documentation for boundary determination; assist in the planning, directing, and coordinating the work of a group of survey or right of way engineering personnel; do mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; write property descriptions; operate precise surveying instruments, both conventional and state-of-the-art; establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively both orally and in writing. Must be able to perform the less difficult and complex surveying computations with minimal supervision; be able to study and interpret various maps, deeds, and other title evidence; be able to exercise independent judgment, make recommendations, and adapt to new methods and techniques in surveying and boundary resolution.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decisions made have a direct bearing and reflect upon the credibility of the surveying profession as well as Caltrans. Errors or inaccuracies appearing in maps and documents are costly to correct, may result in erroneous maps and deeds being recorded, and may possibly lead to project delays and litigation.

PUBLIC AND INTERNAL CONTACTS

Contact with personnel in other departments, the public, other public agencies and private firms.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to sit for long periods at a desk using a keyboard and video display terminal. Ability to perform some periods of field reviews, so a minimal capability to drive to a site, hike around, and in general recon an area is also required. Ability to hike, carry equipment up to 30 lbs., and perform various field tasks on an all-day basis may be required.

Must be able to perform the less difficult and complex surveying computations with minimal supervision; be able to study and

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interpret various maps, deeds, and other title evidence; be able to exercise independent judgement, make recommendations, and adapt to new methods and techniques in surveying and boundary resolution. Ability to handle multiple assignments at one time.

Must be able to develop and maintain cooperative working relationships, be tactful and treat others with respect. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Occasional travel may be required.

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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