

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Surveyor	OFFICE/BRANCH/SECTION Division of Right of Way & Land Surveys, Office of Land Survey	
WORKING TITLE Chief, Special Projects	POSITION NUMBER 913-400-3031-035	REVISION DATE 07/30/2026

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 the Deputy Division Chief, Office of Land Surveys, the incumbent serves as Chief, Special Projects and provides statewide functional and technical leadership for emerging, innovative, and cross-functional initiatives involving land surveying, Right of Way Engineering, digital delivery, and infrastructure information. The incumbent works with Office of Land Surveys functional chiefs, district Survey and Right of Way Engineering offices, other Division of Right of Way and Land Surveys offices, Project Delivery functions, enterprise programs, external agencies, academia, standards organizations, and industry to identify business needs and develop new approaches that improve how the Department creates, exchanges, manages, and uses infrastructure information. The incumbent provides senior professional land surveying expertise in the development of information frameworks, digital infrastructure capabilities, common data environment workflows, emerging business processes, research and pilot activities, and statewide innovation initiatives. The position evaluates opportunities that extend beyond established production practices and coordinates the development, testing, implementation, and advancement of new capabilities that may benefit the Office of Land Surveys, Division of Right of Way and Land Surveys, Project Delivery Program, or the Department enterprise. The incumbent also coordinates Department participation in national peer exchanges, professional and technical organizations, research activities, and multi-agency initiatives related to digital delivery and infrastructure information and identifies, develops, pursues, and administers grant-funded innovation projects.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Prosperity, Employee Excellence - Innovation, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Equity, Integrity, 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. (Prosperity, Employee Excellence - Collaboration, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity - Collaboration, Equity, People First)
- **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, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **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. (Safety, Equity - Collaboration, People First)
- **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 - Collaboration, Innovation, Pride, Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety, Equity, Prosperity - Collaboration, Equity, Innovation, People First)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
25%	E	Provides professional land surveying and Right of Way Engineering leadership on cross-functional Department teams responsible for defining, coordinating, and improving infrastructure information requirements and information-management practices throughout the transportation asset life cycle. Identifies and communicates Survey and Right of Way Engineering information needs from a land surveying perspective, including requirements associated with location, geometry, cadastral information, existing conditions, geospatial control, property interests, infrastructure features, accuracy, reliability, and reuse of information by downstream customers. Coordinates with representatives from Planning, Design, Construction, Right of Way, GIS, Asset Management, Operations, Maintenance, enterprise data, information technology, and other Department functions to define organizational, asset, project, and information-exchange requirements. Evaluates where information is created, who requires it, when it is required, the level of information necessary for its intended use, and how information should be exchanged, validated, maintained, and reused. Participates in the development of statewide information frameworks, standards, guidance, schemas, processes, and governance practices that improve interoperability and the reliability of infrastructure information across organizational and system boundaries. Applies recognized information-management principles and industry standards, including International Organization for Standardization (ISO)19650 concepts where appropriate, and provides recommendations regarding their application to Department business practices. Represents the professional land surveying and Right of Way Engineering perspective in Department decisions affecting infrastructure information and coordinates with appropriate functional owners to ensure proposed requirements are technically sound, practical, scalable, and consistent with applicable professional standards and laws.
25%	E	Develops, manages, and supports the Department's Digital Infrastructure Lab and similar environments used to discover, develop, integrate, demonstrate, test, and evaluate emerging Survey, Right of Way Engineering, digital delivery, and infrastructure-information capabilities. Coordinates with Office of Land Surveys functional chiefs, district personnel, Project Delivery functions, enterprise programs, subject matter experts, researchers, consultants, and technology providers to identify business problems and opportunities for improved methods of delivering work. Plans and conducts research, technical evaluations, proofs of concept, demonstrations, prototype development, interoperability testing, and pilot projects. Develops project objectives, use cases, evaluation criteria, performance measures, schedules, technical requirements, and recommendations necessary to determine whether a proposed capability provides sufficient value for broader Department use. Evaluates emerging technologies and business practices based on technical performance, professional requirements, interoperability, scalability, information quality, cost effectiveness, workforce impacts, customer needs, security requirements, organizational impacts, and compatibility with Department processes and systems. Documents findings, lessons learned, technical requirements, recommended workflows, implementation considerations, risks, and business benefits and communicates results to management and affected functional programs to support informed decisions regarding continued development or broader implementation.

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20%	E	Provides statewide technical leadership in developing, implementing, improving, and supporting common data environment workflows that enable Survey, Right of Way, Design, Construction, and other transportation functions to exchange and use infrastructure information throughout project delivery. Coordinates with functional program owners, district users, information technology, enterprise data and GIS programs, Design and Construction personnel, and technology providers to identify business requirements and develop workflows that meet Department operational and information needs. Develops and evaluates processes governing the creation, organization, exchange, review, acceptance, publication, revision, retention, and reuse of Survey and Right of Way information within shared digital environments. Develops technical requirements, standards, procedures, guidance, data structures, permissions, workflows, and quality-control practices necessary to support consistent statewide use. Performs technical testing and coordinates user evaluation to identify gaps between available system capabilities and Department business requirements. Coordinates with technology providers and internal technical programs to evaluate configuration changes, system enhancements, integrations, or other solutions necessary to address identified needs. Provides technical assistance during implementation, evaluates user feedback and workflow performance, identifies opportunities for improvement, and coordinates changes necessary to support reliable information exchange between Survey, Right of Way, Design, Construction, and other Department customers.
15%	E	Represents Department Surveys and Right of Way Engineering functions in national and regional organizations, technical committees, standards-development activities, peer exchanges, research initiatives, and multi-agency efforts related to land surveying, infrastructure information, digital delivery, digital construction, and emerging transportation technologies. Coordinates with other state departments of transportation, federal agencies, transportation organizations, professional associations, standards organizations, universities, research institutions, and public agencies to exchange technical information and evaluate practices, standards, technologies, and implementation strategies developed outside the Department. Participates in and coordinates peer exchanges with other transportation agencies to compare business processes, technical approaches, implementation methods, lessons learned, performance results, and organizational strategies. Identifies practices that may reduce duplication of effort, accelerate Department implementation, improve interoperability, or reduce technical and organizational risk. Prepares and delivers technical presentations regarding Department research, pilots, workflows, standards, and implementation experience. Coordinates Department participation in joint research, technical working groups, standards development, demonstrations, and other collaborative activities when such participation advances Department objectives. Evaluates information obtained through these activities and develops recommendations regarding practices, technologies, standards, or approaches that warrant further evaluation or application within the Department.
10%	E	Identifies and evaluates federal, state, research, transportation, academic, and other funding opportunities that may support innovation in land surveying, Right of Way Engineering, digital delivery, infrastructure information, workforce development, or related transportation technologies. Reviews funding requirements and evaluates proposed opportunities for alignment with Department business needs, strategic priorities, eligibility requirements, available resources, expected benefits, implementation requirements, and organizational capacity. Develops or coordinates grant applications and other funding proposals, including project concepts, scopes of work, technical approaches, schedules, budgets, performance measures, partner responsibilities, benefit statements, and supporting documentation. Coordinates with Department programs, districts, external agencies, universities, research organizations, and other proposed partners as necessary to develop competitive and achievable proposals. For awarded projects, provides project leadership and coordinates technical activities, schedules, budgets, deliverables, procurement activities, reporting requirements, partner commitments, performance measurement, demonstrations, and required documentation through project completion. Evaluates project results against established objectives, documents outcomes and lessons learned, communicates results to Department management and funding partners, and develops recommendations regarding continued development, statewide application, or other actions resulting from the funded work.

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5%	M	Provides professional, technical, and programmatic assistance to the Deputy Division Chief on special assignments affecting statewide Surveys and Right of Way Engineering functions or requiring Senior Transportation Surveyor expertise. Assignments may include analysis of emerging technical or organizational issues; development or review of policies, standards, procedures, reports, or executive briefings; participation in legislative, interagency, or Department initiatives; evaluation of new business practices; stakeholder coordination; and representation of the Office of Land Surveys on committees, working groups, or special project teams.
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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

This position does not supervise others directly but coordinates activities closely with management in the districts and other Headquarters functional units as well as consultants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have thorough knowledge of professional land surveying and Right of Way Engineering principles and practices; applicable laws, regulations, Department policies, standards, and procedures; the transportation project and asset life cycles; and the role of Survey and Right of Way information throughout Planning, Design, Construction, Operations, Maintenance, and Asset Management. The incumbent must also understand modern surveying, geospatial, digital delivery, common data environment, infrastructure information-management, and emerging technology concepts, including information interoperability, data quality, information exchange, and lifecycle information requirements. The incumbent must have the ability to identify and analyze complex technical, organizational, and information-management problems; translate professional Survey and Right of Way Engineering needs into technical requirements, workflows, standards, procedures, research efforts, and implementable solutions; and evaluate emerging technologies and business practices for technical feasibility, scalability, interoperability, cost effectiveness, risk, and organizational impact. The incumbent must be able to organize and lead interdisciplinary technical efforts; coordinate work across Headquarters, districts, Department functions, external agencies, research organizations, and industry; develop consensus among stakeholders with differing needs and perspectives; manage projects, schedules, deliverables, grants, and performance measures; and move complex initiatives from concept through successful completion. The incumbent must communicate effectively verbally and in writing; prepare technical reports, recommendations, standards, guidance, presentations, grant applications, and executive-level briefings; explain complex technical subjects to technical and nontechnical audiences; exercise independent professional judgment; and competently represent the Department in professional, governmental, academic, research, and industry forums.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position evaluates emerging technologies and business practices and makes recommendations regarding technical feasibility, interoperability, professional requirements, pilot deployment, investment, implementation, and broader Department application. Errors in analysis, technical requirements, project management, coordination, or recommendations could result in incompatible or duplicative systems, ineffective workflows, loss of information value, unnecessary expenditures, unsuccessful grant projects, delayed implementation, decreased productivity, project delivery impacts, failure to meet professional or Department requirements, or ineffective use of Department resources. The incumbent must therefore exercise independent professional judgment, appropriate risk management, technical competence, organizational awareness, and effective coordination when developing and advancing statewide initiatives.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains frequent contact with Office of Land Surveys functional chiefs and staff; district Survey and Right of Way Engineering managers and technical personnel; Division of Right of Way and Land Surveys offices; and Department personnel involved in Planning, Design, Construction, Project Management, Asset Management, Operations, Maintenance, GIS, enterprise data, information technology, innovation, research, procurement, training, and related functions. The incumbent coordinates with the Deputy Division Chief, Division Chief, Department managers, and executive management regarding significant special projects, emerging technologies, information-management initiatives, grant opportunities, implementation strategies, technical risks, and recommendations. External contacts may include federal agencies, other state departments of transportation, regional and local agencies, universities and colleges, research organizations, professional surveying and engineering organizations, standards-development organizations, transportation associations, consultants, technology providers, utilities, and private firms. The incumbent represents the Department on technical committees, working groups, research projects, peer exchanges, professional forums, standards-development activities, grant-funded partnerships, and other external initiatives related to assigned responsibilities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to manage multiple complex assignments, adapt to changing priorities, and complete projects within established schedules. Must be able to analyze complex technical and organizational issues, exercise independent professional judgment, work with incomplete or evolving information, and balance differing technical and business requirements. Must value cultural diversity and individual differences in the workforce; behave in a fair and ethical manner; demonstrate responsibility and commitment to public service; and support an inclusive, equitable, and collaborative work environment. Must be able to facilitate

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discussions involving differing technical or organizational perspectives, resolve conflicts in a reasonable and diplomatic manner, receive and evaluate opposing viewpoints, and maintain cooperative working relationships. Employee may be required to sit for extended periods while using a computer, keyboard, and video display terminal and may travel to district offices, project locations, laboratories, training locations, conferences, peer exchanges, and other facilities associated with assigned duties.

WORK ENVIRONMENT

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. For permanent and limited term appointments, 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
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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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