STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Surveyor	Division of Right of Way & Land Surveys,Office of Land Surveys	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Chief, Surveys Coordination	913-400-3031-012	10/06/2026

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

GENERAL STATEMENT:

Under general direction of the Chief, Office of Land Surveys (a Supervising Transportation Surveyor) the incumbent is responsible for supervising rank and file staff within the office, coordinating the Department's surveying efforts between the districts, divisions and the Office of Land Surveys, Surveys related project/resource management matters and providing technical and functional support to the District Surveyors and Right of Way Engineers. This position requires being licensed to perform Land Surveying in the State of California.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity, Employee Excellence - Collaboration, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Integrity, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Prosperity, Employee Excellence - Innovation, People First)
- **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, Prosperity - Collaboration, 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. (Prosperity, Employee Excellence - Collaboration, 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. (Climate Action, Employee Excellence - Innovation, 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. (Prosperity, Employee Excellence - Innovation, Stewardship)
- **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. (Equity, Employee Excellence - Collaboration, Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Integrity, Stewardship)

TYPICAL DUTIES:

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

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35%	E	Acts as the primary Division of Right of Way and Land Surveys contact for Surveys managers and supervisors on general surveying issues; provides day-to-day assistance and advice to district Surveys on general issues affecting the Surveys function; e.g., policy, procedural, legal, technical, personnel, operational, and project management; facilitates Surveys and Right of Way Engineering functional meetings and telephone conferences; ensures technology and information exchange by facilitating Surveys and Right of Way Engineering on-site coordination meetings in each district/region at least once every two years and prepares detailed meeting reports for distribution. Supports Department, Division and Office efforts for Program Review and Participative Management. Serves as team leader for the Surveys Project Management Improvement Team. Coordinates all aspects of team meetings including formulating agenda, meeting place, facilitates meetings, minutes, coordinates post-meeting actions. Assists team members and Survey Project Management staff with project management, resource, etc., issues. Serves as member of WBS task force. Act as liaison between Office of Land Surveys and other Division, Office, and programs on project management related issues. Represent the surveys program on various project management related teams. Assists Office Chief with various responsibilities and duties, acts as Office Chief when the Office Chief is absent.
25%	E	Supervises Transportation Surveyors assigned to support the functional Seniors over Surveys Office Support, Surveys Field Support and Right of Way Engineering within the Office. Coordinates efforts of these employees by working with senior level staff to ensure assignments are being completed, and teams are performing effectively.
15%	E	Supervises administrative staff within Office. Includes budget process associated with statewide corporate needs for Surveys and Right of Way Engineering, cost reporting, operating expenses and fiscal year projections. Develops, implements and monitors Office policy on procurements. Liaison with Administrative support units to ensure good communication on administrative matters. Serves as primary facilities contact for Division of Right of Way and Land Surveys at Farmers Market Plaza.
10%	E	Serves as team leader for the Surveys Project Management Improvement Team. Coordinates all aspects of team meetings including formulating agenda, meeting place, facilitates meetings, minutes, coordinates post-meeting actions. Assists team members and Survey Project Management staff with project management, resource, etc., issues. Serves as member of WBS task force.
10%	E	Act as liaison between Office of Land Surveys and other Division, Office, and programs on project management related issues. Represent the surveys program on various project management related teams. Assists Office Chief with various responsibilities and duties, acts as Office Chief when the Office Chief is absent.
5%	M	Provides training on various Surveying related matters.

[1]ESSENTIAL 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
Directly supervises Surveys Coordination staff: directs staff work, sets priorities and performance standards, reviews work (quality and deadlines), resolves conflicts, approves sick leave, vacation and time-sheets.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The minimum requirements are as stated in the specifications for Senior Land Surveyor class. The incumbent must be authorized (licensed) to perform "land surveying" in California as defined within the Business and Professions Code. Must have knowledge of: methods of precise survey measurements and observations; use and adjustment of precision state-of-the-art automated surveying and mapping equipment, processes, and systems, including computer systems such as computer-aided design and drafting systems; materials used in surveying and mapping; mathematics, procedures and computer applications used in plane and geodetic surveying; the California Coordinate System; the Code of Safe Surveying Practices; photogrammetric mapping procedures; principles of boundary determination; land title research; legal descriptions of real property; factors determining ownership of property; mapping laws relating to public and private ownership of real property; monumentation policy and Surveys, and Right of Way Engineering functions within that process; Departmental contracting, inter-agency agreement and procurement procedures; continuous quality improvement techniques; project management principals as applied to transportation projects; principles and practices of supervision. Must have the ability to: make and interpret difficult survey and Right of Way Engineering calculations; apply and utilize the principles of the California Coordinate System; interpret legal descriptions of real property; interpret Departmental policies and procedures and understand their application to the Department's Surveys and Right of Way Engineering functions; consult with and advise Surveys and Right of Way Engineering managers and supervisors on a wide variety of complex as well as routine issues; communicate clearly and effectively both verbally and in writing while producing

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comprehensive reports; interpret and apply the Department's contracting and procurement policies and procedures; review the work of others for compliance with legal requirements, policies and specifications; analyze situations accurately and adopt effective course of action; effectively supervise a staff of professional surveyors and technicians; effectively contribute to the Department's equal opportunity program. Analytical Requirements: performance of complex, varied and detailed tasks; high level of professional knowledge; computer skills; innovation and creativity.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made and actions taken by the incumbent affect the surveying methods and economies of the Department's Surveys and Right of Way Engineering operations and its ability to meet project delivery. Decisions also affect the Department's effectiveness in: staying abreast of emerging surveying technology, improving survey data flow processes from field to design to construction, and enhancement and maintenance of the geodetic control network. Additionally, the incumbent makes decisions and provides recommendations on varied surveying-related issues to Surveys and Right of Way Engineering managers and supervisors. Errors in decisions could: cause contract change orders, decrease productivity of surveying-related functions, create non-compliance issues with surveying-related laws, result in costlier surveying products, and cause delays in project delivery.

PUBLIC AND INTERNAL CONTACTS

Internal contacts may be made throughout the Department at all levels and with all divisions. External contacts may include those with other State agencies, local agencies, Federal Highway Administration (FHWA), and private sector contractors/consultants performing State work.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees in the Office of Land Surveys: May be required to sit for long periods of time using a keyboard and video display terminal; may be required to move large or cumbersome reports from one location to another; should demonstrate the ability to develop and maintain cooperative relationships and the ability to focus for long periods of time; must grasp the essence of new information and master new technical and business knowledge; must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; must be able to organize and prioritize large volumes of varied documents (and/or other data); must be able to concentrate in order to review and create documents (and/or other data) and meet strict deadlines at times; identify and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance; enables others to acquire the tools and support they need to perform well; work with others in a cooperative manner; resolve emotionally charged issues reasonably and diplomatically; must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to the needs, fee lings, and capabilities of different people in different situations; is tactful and treats others with respect; are open to change and new information; adapts behavior and work methods in response to new information, hanging conditions, or unexpected obstacles; behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service; influences others toward a spirit of service and meaningful contributions toward accomplishing the missions of the Department, Division, Office, Branch, and any teams with which the employee functions; values cultural diversity and other individual differences in the workforce; must communicate effectively both in writing and verbally.

WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees will be required to sit for long periods of time using a keyboard and video display terminal. Employees may be required to move large or cumbersome reports from one location to another. Employees may be required to travel in State; travel is infrequent; i.e., every other month. Possession of a valid driver’s license is required when operating a state owned or leased vehicle.

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.

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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

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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