STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor	D8 RW & LS / Right of Way Engineering	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Transportation Surveyor	908-400-3029-XXX	

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, the Transportation Surveyor performs a wide variety of professional land surveying work, primarily in an office setting and occasionally in a field setting. The incumbent is responsible for research analysis and adjustment of survey data, applying the Professional Land Surveyors Act and other laws pertaining to the ownership of real property, and preparing packages for eminent domain actions and court exhibits. Will perform technical evaluations and develop sound conclusions utilizing geographic information systems (GIS). Designs, develops, and maintains District 8's GIS maps and mapping services utilizing the Departments Enterprise GIS system. The incumbent will be assigned work based on Divisional and/or Departmental needs and may be assigned to any office within District 8, which includes San Bernardino and Riverside Counties. Occasional travel may be required.

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.

- **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. (Prosperity, Employee Excellence - Collaboration, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity)
- **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, Employee Excellence - Collaboration, Innovation, 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, Employee Excellence - Innovation, Integrity)
- **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. (Safety, Prosperity - Collaboration, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity - Collaboration, Integrity, 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. (Climate Action, Prosperity, Employee Excellence - Equity, Innovation, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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25%	E	Works closely with the supervisor or lead person to prepare various right-of-way engineering map products, including base maps, acquisition (right-of-way appraisal) maps, monumentation maps, exhibit maps, and resolution of necessity plats. Checks maps and deeds for errors and completeness. Assists in the review of right-of-way engineering work performed by others, for quality control and quality assurance purposes. Prepares court exhibits for use in condemnation and tort cases. Performs technical evaluations and conclusions that are complex in nature, utilizing geographic information systems (GIS), computer aided drafting (CAD), and land survey methods and techniques. May participate in Statewide geographic information system (GIS) activities.
25%	E	Reads and interprets legal descriptions as they pertain to land title, in order to validate ownership. Researches and obtains public and private records used in the development of legal descriptions and right-of-way mapping products. Reviews and interprets land surveying field notes and maps, for the purpose of real property boundary interpretation.
25%	E	Prepares deeds and legal descriptions used in the acquisition, disposal and relinquishment of real property. Corresponds with public and private agencies and internal departments. Prepares and files written reports, transmittal forms, various lists, and correspondence related to projects. Establishes and maintains paper and electronic project files.
10%	E	Participates in virtual training opportunities to become proficient in the Right of Way Management Information System (ROWMISII) as it pertains to your function. Advises the HQ ROWMISII team of any issues or difficulties. Recommends future efficiencies to assist in the ongoing development of the system. Inputs required information from your function as established by HQ ROWMISII team to ensure the effectiveness of the system.
10%	E	Performs on-site review of field conditions that relate to right-of-way issues. Confers with and provides support to field surveying personnel. Accurately reports work and time charges in the Time Reporting System provided and in Work Diaries.
5%	M	May temporarily act as a lead person of an office squad in routine assignments. Assists the supervisor in providing basic informal on-the-job training, as needed.

[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

None; however, may act as a lead person of an office squad engaged in routine assignments. May assist the supervisor or lead worker in providing on-the-job training, on a limited basis, as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a strong working knowledge of the fundamentals of land surveying. The following are the knowledge, abilities and analytical requirements necessary for this position:

Knowledge of raster and vector graphics, relational database systems, CADD systems, geographic information systems (GIS), geography, computer programming and office productivity software.
~ Knowledge of ESRI ArcGIS products and database tools.
~ Knowledge of mathematics and basic science, as they apply to the land surveying function;
~ Understanding conventional and state-of-the-art mapping and drafting techniques;
~ Ability to research and compile evidence and documentation for boundary determination;
~ Ability to write property descriptions and prepare legal land documents and descriptions;
~ Understanding and interpretation of real property legal descriptions, terminology and methods used in searching for land title information, and factors involved in determining the ownership of real property;
~ Familiarity with and ability to apply the Professional Land Surveyors Act, Subdivision Map Act, and other real property acquisition and mapping laws pertaining to the public and private ownership of real property;
~ Understanding of the methods used in the practice of precise surveying, as described in the Caltrans Survey Manual;
~ Familiarity with computer applications used in the preparation of electronic maps, legal descriptions, and correspondence relating to right-of-way projects;
~ Understanding and practice of current safety procedures as described in the Code of Safe Surveying Practices and the Caltrans Illness and Injury Prevention Program;
~ Assisting with the research, verification, and adjustment of field surveying data and as directed, making and interpreting less

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difficult surveying calculations;
~ Applying and utilizing basic principles of trigonometry, as used in simple plane and geodetic surveying and withing the California Coordinate System;
~ Basic knowledge and understanding regarding property boundary location relative to the Public Land Survey System;
~ Understanding of right-of-way engineering projects, as well as planning, design, right-of-way, and construction policies and procedures relating to right-of-way engineering;
~ Possession of a valid Land Surveyor-in-Training (LSIT) or equivalent certificate accepted by the California State Board of Registration for Professional Engineers, Land Surveyors and Geologists (BPELSG) or graduation from a four-year curriculum in surveying, surveying engineering, or surveying geomatics accredited by the Accreditation Board for Engineering Technology (ABET). Possession of a valid Engineer-in-Training (EIT) certificate accepted by the California State Board of Registration for Professional Engineers, Land Surveyors and Geologists may be used in lieu of a Land Surveyor-in-Training certificate.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for assisting a group of land surveying or right-of-way engineering personnel in the research, analysis, checking, and adjustment of land surveying data. The incumbent is also responsible for researching and compiling evidence and documentation for real property boundary determination and for writing and preparing legal land documents and descriptions. Additional responsibilities include mapping and drafting, and analyzing situations accurately, as they relate to land surveying and real property boundary determination, and taking effective action. The effects of poor decisions relating to any of these items could translate into project delay, increased project costs, and claims against the State of California.

PUBLIC AND INTERNAL CONTACTS

Caltrans interacts with many partners, and the incumbent may work with many agencies, as well as many internal departments and districts, at all levels and with all divisions. External contacts may include officials in Federal, State, and Local government agencies and the public, including private surveyors/engineers, private citizens, consultants, and contractors. These contacts may be verbal or written as needed to perform assignments, which may include meetings, checking work, preparing progress reports, and providing information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical
~ Ability to handle frequent, substantial, or unexpected workload changes, which can dictate the rescheduling or reassigning of work, as needed;
~ Ability to work on a keyboard using fine motor manipulation;
~ Ability to sit for a long duration and to perform tasks using a personal computer;
~ Ability to perform activities requiring occasional bending, stooping, lifting, and kneeling.

Mental
~ Ability to multi-task and adapt to a change in priorities;
~ Ability to complete tasks or projects on short notice;
~ Ability to maintain sustained mental alertness and concentration for prolonged periods of time, while performing assigned tasks relating to various projects;
~ Ability to effectively communicate ideas, issues, and possible solutions, as they relate to a particular task or project.

Emotional
~ Ability to work with others to develop and maintain cooperative relationships, as the position requires interaction with field surveying personnel, office personnel and the supervisor;
~ Ability to establish and maintain friendly, business-like relations with individuals contacted in the course of the work;
~ Ability to handle irate public individuals in a calm manner.
~ Ability to deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even when working under adverse conditions;
~ Be open to change and adaptable in behavior and work methods, when presented with new ideas, changing conditions, or unexpected obstacles;
~ Behave in a fair and ethical manner towards others;
~ Demonstrate a sense of responsibility and commitment to public service;
~ Value cultural diversity and individual differences in the workforce.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Occasional travel may be required. The incumbent works in an air-conditioned office setting with artificial lighting and/or natural lighting. Above duties require the use of a computer for extended periods of time. Duties may also require the incumbent to sit for extended periods of time to perform the duties of the position. Duties may also require the incumbent to work overtime. The incumbent may occasionally be required to work outdoors, on uneven terrain, and in various weather conditions. The incumbent may also be required to travel overnight on short-term assignments throughout the District for meetings, training, or field/office job assignments.

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This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans'sevolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based onoperational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent needarises. 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, primaryresidence, and may be subject to Cal HR regulations or applicable bargaining unit contract provisions. All commute expenses tothe 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

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