

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Transportation Surveyor	
		Division and/or Subdivision Management Services / Technical Services	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Sacramento	
		Class Title of Position Transportation Surveyor (Caltrans)	
		Position Number 541-025-3029-XXX	
		Effective Date September 1, 2019	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	<u>JOB SUMMARY</u> Under the direction of the Transportation Surveyor Party Chief, the Transportation Surveyor assists in performing departmental land surveys (boundary, topographic, construction) and uses advanced computer and survey technology to assist in project delivery and office duties.		
30%	<u>ESSENTIAL FUNCTIONS</u> Surveys of State Forest Lands and Department facilities using state-of-the-art survey equipment to make precise measurements; establish horizontal and vertical control necessary to perform surveys. *Keep field notes and assist in survey calculations. *Perform field reconnaissance to locate survey monuments. *Assist in setting boundary corner monuments, marking bearing trees, and posting boundary lines in accordance with Departmental policies. *Assist in preparing corner records, record of surveys, and exhibit maps; apply and utilize the California Coordinate System. *Assist in the investigation of timber cutting trespass cases on State forest property. Perform Topographic surveys by collecting field data, reduce notes, and prepare topographic maps. *Perform Construction surveys by setting and marking construction stakes. *Assist in fire incident investigation surveys for the cost recovery program.		
	*Support of Technical Services Lands Unit, providing information and assistance with Department lands and land rights, including: *Evaluating and delineating title restrictions; evaluating site accessibility; reviewing real property documents for easements, leases, licenses, permits, and rights of ways. *Provide CAL FIRE regions, federal, county, municipal, and private organizations with assistance in obtaining easements, leases, and access to Department lands. *Assist in preparation of maps and exhibits pertinent to CAL FIRE facilities and activities. *Maintain and update Departmental Land records (e.g., State property inventory, Department's bridge and water rights inventories, facilities inventory, and right-of-way files). *Respond to public and private inquiries.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Possession of a valid certificate as a Land Surveyor in training issued or accepted by the California Board of Registration for Professional Engineers and Land Surveyors or possession of a valid certificate as an Engineer in Training accepted by the California Board of Registration for Professional Engineers and Land Surveyors in lieu of a certificate as a Land Surveyor in Training may be substituted for the required education.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Percentage of Time
 Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20%

*Survey planning by researching and compiling records of Federal, State, and County offices for information necessary to perform land surveys and boundary determination; contact public agencies and private engineering and surveying firms for information on unrecorded surveys, field notes, found monuments, and related survey data.

DESIRABLE QUALIFICATIONS

Knowledge of the Land Surveyors Act, Subdivision Map Act, and other statues related to surveying.

SPECIAL CONDITIONS

Position requires extensive travel statewide, up to 80% of the time. Working in adverse conditions (e.g., inclement weather, remote forests), and when circumstances dictate, using State provided lodging accommodations, such as forest barracks and fire stations with restricted communications, and access to common forms of media (e.g., cell phone, radio, T.V., internet).

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Date _____

Supervisor Signature _____

Date _____

Personnel use only

Posted to Directory

 Initials and Date