

current/proposed

POSITION DUTY STATEMENT

PM-0924 (REV. 9/2013)

CLASSIFICATION TITLE Senior Transportation Surveyor (Supervisor)	OFFICE/BRANCH/SECTION DES/SDSEE/Office of Photogrammetry	
WORKING TITLE Photogrammetry Mapping Branch Chief	POSITION NUMBER 559-240-3031-xxx	EFFECTIVE DATE 06/18/2006

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of Division of Engineering Services Photogrammetry Office Chief, responsible for managing and coordinating the Department's photogrammetric mapping and data quality operations.

TYPICAL DUTIES:

Percentage		Job Description
25%	E	Manages the Department's photogrammetric mapping contract, internal photogrammetric mapping and mapping quality control/assurance to ensure compliance with Caltrans map compilation contract requirements, national map accuracy standards and Caltrans specifications.
25%	E	Supervises and directs Leadperson in the preparation and distribution of correspondence to report quality review results to contractors, District Photogrammetry Coordinators, Photogrammetry Planning & AT Branch staff; coordinates with the Photogrammetry Planning & AT Branch, District Photogrammetry Coordinators, District managers and engineers, and the Photogrammetry Project Management Coordinator on mapping and checking schedules, and resource availability; ensures that mapping contractors, "in house" mapping/checking and map quality checking meet established schedules; manages and directs the maintenance, retention, and proper distribution of photogrammetry records, correspondence, control photography, and diapositives; assists and advises District managers on matters related to CADD photogrammetric mapping.
25%	E	Supervises and directs Leadperson in the Office of Photogrammetry internal production in the development of various digital photogrammetric mapping products. Provides liaison and coordination with District Photogrammetry Coordinators on the availability and use of photogrammetry products. Directs the development, and implementation of effective internal mapping process.
10%	E	Reviews photogrammetry policies and procedures, resolves specific mapping problems, assists and advises on the application of photogrammetry policies and procedures and the uses and capabilities of photogrammetry.
10%	E	Performs duties of a first line supervisor including: mentoring, coaching, training, hiring, and progressive discipline.
5%	M	Coordinates with the Photogrammetry Planning & AT Branch and DTM Branch Chiefs, and District managers in the establishment and maintenance of mapping standards, including the Standards and Symbols for Photogrammetric Mapping document (SSPM), the photogrammetry CADD cell library, and the font library. Develops mapping and CADD files checking procedures and tracking systems.

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

Directs a staff of eight or more Photogrammetrists and Transportation Surveyors.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Licensing Requirement: Must be legally authorized to perform Land Surveying in California.

Minimum Education: See Department of Personnel Administration classification specifications.

Minimum Experience: See Department of Personnel Administration classification specifications.

Knowledge Required: Knowledge of Caltrans photogrammetric mapping procedures, specifications, contracts, mapping symbology, and CADD mapping procedures. Knowledge of methods of precise surveying and mapping measurements and operations; procedures, equipment, and materials used in surveying and mapping, including conventional and stat-of-the-art; mapping and drafting methods and 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 including Soft-Copy techniques; monumentation of facilities; surveys and mapping needs for transportation planning, design, construction and right of way acquisition; the Land Surveyors' Act, Subdivision Map Act and other statutes related to land surveying; Departmental plans, standards, policies and procedures for planning, design, right of way acquisition, and construction as they relate to surveys and mapping; the Department's contracting procedures; principles of effective communication and supervision; a supervisor's role in safety, health, and labor relations and the processes available to meet these program objectives; principles and techniques of personnel management and supervision.

Analytical Requirement: The incumbent in this position must continually evaluate the quality of mapping prepared by contractors and, for each individual mapping project, determine the acceptability of such mapping based on the applicable contract requirements; the position responsibilities also include recognizing the need for changes in mapping specifications to maintain product quality, and/or improve contracting cost-effectiveness. The incumbent must have the ability to interpret, understand, and apply State and Departmental contracting policies and procedures to foster the efficient, and professional delivery of aerial maps and other photogrammetry products.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must make decisions, and recommendations on a wide variety of photogrammetric quality activities. Decisions regarding mapping issues often are made without review or opportunity for revisions. The Office Chief may review some critical decisions; however, the review and resultant Chief's decision are based on information and recommendations of the incumbent. Poor decisions and recommendations affect the economies and schedules of the Department's aerial mapping operations. Because aerial mapping is a critical need for Project Development, actions which affect (especially delay) aerial mapping, directly affect the Department's ability to meet the Transportation Program according to the Department's Delivery Plan.

PUBLIC AND INTERNAL CONTACTS

External and internal liaison is required of the incumbent. Contacts are required with the survey profession in the private sector, local State, and Federal agencies, professional societies representing the surveying and mapping community. Contacts are frequently required with photogrammetry contractors, District managers and supervisors, and District Photogrammetry Coordinators. This position also maintains liaison and coordination with other Headquarters functional managers on departmental policies, procedures, and training regarding quality of photogrammetric data.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have sufficient stereovision to use a pocket stereoscope to evaluate simple terrain features and to determine stereo coverage on overlapping aerial photographs.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks and projects with short notice.

The incumbent may be required to sit for long periods of time using a keyboard, mouse devices, and video display monitor. The incumbent may also be required to move large or cumbersome plans and diagrams from one location to another. Occasional bending, stooping, and kneeling may be required.

Must be able to interact, develop and maintain cooperative working relationships with staff.

Must value cultural diversity and other individual differences in the workforce.

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WORK ENVIRONMENT

While at the base of operations, the incumbent will work in a climate-controlled office under artificial lighting. The incumbent may be required to travel periodically and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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.)

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
