

**CALIFORNIA DEPARTMENT OF TRANSPORTATION**

**DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Senior Transportation Surveyor	<b>DISTRICT/DIVISION/OFFICE</b> 04/Right of Way Surveys/ Field Offices	
<b>WORKING TITLE</b> Field Branch Chief (Regatta field office )	<b>POSITION NUMBER</b> 904-403-3031-004	<b>EFFECTIVE DATE</b>

*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 regularly and on time; 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 general direction of a Supervising Transportation Surveyor, the Senior Transportation Surveyor (Field Operations) has charge of varied and difficult transportation surveying field work. The supervisor has charge of several field crews and requires a land surveyor’s license issued by the California Board for Professional Engineers and Land Surveyors.

**TYPICAL DUTIES:**

Percentage Essential (E) Marginal (M)	Job Description
50% (E)	Supervise Transportation Surveyor Party Chiefs, lead workers, survey field crews, office surveyor teams and office support staff engaged in all phases of transportation surveying activities involved in Construction, Project Development and right of way Staking.
20% (E)	Review requests for surveys from Design, Right of Way, and other units, prioritize and assign work to the Transportation Surveyor Party Chief and staff to resolve any scheduling conflicts, monitor progress and assure completion in a timely manner. Coordinate survey work with other branches or sections within the office.
15% (E)	Oversee and review work assignments to ensure compliance with Caltrans standards prior to assigning to staff.
10% (M)	Monitor personnel needs, budget for equipment, develop operating procedures and techniques to improve efficiency and effectiveness.
05% (M)	Act as expert witness in court on land surveying matters and supervise Transportation Surveyor Party Chiefs in all matters related with the Land Surveyors Act.

**SUPERVISION EXERCISED OVER OTHERS**

The incumbent will directly supervise a staff of 1 Transportation Surveyor Party Chiefs, lead workers, survey field crews, office surveyor teams and office support staff responsible for field surveying in the District’s geographical area of responsibility.

## **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Knowledge of:

- a. Department surveying policies and procedures relating to construction of transportation facilities, including planning, design, and right of way acquisition.
- b. State-of-the-art surveying equipment and procedures.
- c. Principles and techniques of human resource management and effective supervision.
- d. A supervisor's role in equal employment opportunity, safety, health, and labor relations and the processes available to meet these objectives.

Ability to:

- a. Must maintain a Land Surveyor's License (PLS) issued by the California Board for Professional Engineers and Land Surveyors
- b. Plan, direct, and coordinate the work of staff assigned to land surveying projects.
- c. Review the work of others for compliance with legal requirements, policies, specifications.
- d.. Perform complex office and land survey office work.
- e. Analyze situations accurately and take effective action.
- f. Prepare clear and concise reports and correspondence.
- g. Communicate effectively both orally and in writing.

Analytical Requirements:

This position will require good analytical skills in the day-to-day administration and operation of the work assigned to the staff. Present and future technology will require analytical skills in the cost-effective use of instruments and devices, i.e., Total Stations and Global Positioning Systems.

## **CONSEQUENCE OF ERROR / RESPONSIBILITY FOR DECISIONS**

The incumbent will evaluate decisions of prioritizing requests for all design and construction staking and will determine the most efficient and effective manner that the work is to be accomplished on field surveying projects within the District's geographical area of responsibility.

## **PUBLIC AND INTERNAL CONTACTS**

The incumbent will be in constant contact with the private sector, outside agencies, consultants, and other branches such as Construction, Project Development, and Right of Way to investigate and resolve common concerns.

## **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to develop and maintain cooperative working relationships.

Over half of the organization's work is subject to frequently changing work situations in which all of the following conditions are met:

- The changes require almost constant attention to work progress and to adjustments in plans and schedules; and the work situations are such that they demand of the supervisor qualities such as exceptional adaptability, special skills and planning, ability to act quickly, and ability to withstand considerable and continuing pressure.

## **WORK ENVIRONMENT**

The incumbent may be exposed to adverse conditions that may include, but are not limited to extreme weather conditions; rough terrain, great heights; poison oak; insect bites and/or bee stings; loud noises, dust, and chemicals.

Extended hours may be required and vacations may be restricted during periods of heavy workload.

May be required to travel for short periods of time, however, travel in this district is not very frequent.

Rotational assignments may also be required between the Right of Way Engineering and Surveys Field Offices.

I have read and understand the duties listed above and can perform them without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss with the 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

\_\_\_\_\_  
DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE