

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

CLASSIFICATION TITLE Senior Transportation Surveyor (Supervisor)	DISTRICT/DIVISION/OFFICE 04/R/W /Field Surveys Office Survey Requests, GPS/LiDAR, & Photogrammetry Branch	
WORKING TITLE Field Branch Chief	POSITION NUMBER 904-403-3031-XXX	EFFECTIVE DATE

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:

The Senior Transportation Surveyor, assigned as a District Branch Chief, works under the general direction of a Supervising Transportation Surveyor and has charge of varied and difficult transportation surveying projects. It is the Branch's first line supervisor and requires licensing as a California Land Surveyor. The District Branch Chief supervises and directs the Survey Request/ GPS/LiDAR/Photogrammetry Branch. The Branch Chief shall have experience and knowledge of all activities required of the Branch. The incumbent will be required to demonstrate technical expertise in managing a branch of professional surveying staff that use technologies such as GPS, LiDAR, and perform various survey data processing assignments. The incumbent's professional responsibilities include coordination, communication, scheduling, document reviews and personnel management. The incumbent will also be required to draft contracts and task order documents. In addition, the incumbent will be expected to lead and continue the implementation/deployment of various LiDAR systems both within the Branch and the District.

TYPICAL DUTIES:

Percentage Essential (E) Marginal (M)	Job Description
35% (E)	Supervise and direct staff with reviewing requests for surveys from Design, Right of Way, and other units, prioritize and assign work to staff to resolve any scheduling conflicts, monitor progress and assure completion in a timely manner. Coordinate survey work with other functional units and other branches within the Division of Right of Way and Office of Field Surveys.
35% (E)	Supervise and direct staff that perform data collection and processing of LiDAR data from both stationary and mobile platforms. Improve workflow and data flow as required.
20% (M)	Supervise staff researching survey control for field crews in support of survey projects. Including supervision of Survey database and archive maintenance. Request and review completeness of Survey Engineer Files from Design.
10% (M)	Oversee the Photogrammetry Coordinator, who is responsible for submittals of various photogrammetric mapping requests, consultant produced mapping products and relevant documents/correspondence.

SUPERVISION EXERCISED OVER OTHERS

The incumbent will directly supervise a staff of several Transportation Surveyors [i.e. 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, designs, and right of way acquisition.
- b. State-of-the-art surveying equipment, including GPS & LiDAR, 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. Plan, direct, and coordinate the work of staff assigned to land surveying projects.
- b. Review the work of others for compliance with legal requirements, policies, specifications.
- c. Perform complex office and land survey office work.
- d. Analyze situations accurately and take effective action.
- e. Prepare clear and concise reports and correspondence.
- f. Communicate effectively both orally and in writing.
- g. Prepare and present technical material to a variety of audiences.
- h. Communicate both verbally and in writing.

Analytical Requirements:

This position will require excellent analytical skills in the day-to-day administration and operation of the work assigned to the staff. Current and future technologies will require analytical skills to ensure the cost-effective use of instruments and devices.

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 Divisions such as Construction, Design, and Right of Way to investigate and resolve common concerns. In addition, the incumbent will provide training and guidance to Branch staff in dealing with public and internal contacts. It is expected that the Branch Chief will model responsive courteous service to contacts for staff to emulate.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to multi-task, adept 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 demanding where the supervisor must have qualities such as: exceptional adaptability, excellent skills in planning, and ability to withstand considerable and continuing pressure.

WORK ENVIRONMENT

While at their base of operations, employee will work in a climate-controlled office under artificial lighting. Overtime may be required and vacations may be restricted during period of heavy workload.

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

May be required to participate in a limited term rotation with the Vanguard Survey Unit.

I have read and understand the duties listed above and can perform them with/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