

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Surveyor (Office)	OFFICE/BRANCH/SECTION D-7/Division of Design/Office of Surveys	
WORKING TITLE Senior Transportation Surveyor	POSITION NUMBER 907-302-3031-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Supervising Transportation Surveyor, the Senior Transportation Surveyor is in responsible charge directing and managing the Mapping Unit and Survey Records Center within the District 7 Office of Surveys to effectively deliver the Department's transportation program. The incumbent will also perform as the liaison between the District and the headquarters Office of Land Surveys in the capacity of the survey Equipment Coordinator. Possession of a valid California Land Surveyors' License is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Supervises, plans, organizes, and directs the daily activities, work assignments, project scheduling and product delivery of the District's Mapping Unit and Record Center staff. The Mapping Unit produces topographic mapping, alignment maps, survey control and coordinate control maps, public hearing and court exhibits, and Records of Survey mapping. These mapping products are used by the Design, Right of Way, Traffic, Surveys, Maintenance, Legal, and Construction divisions, as well as the general public. The Surveys Record Center retains and archives all the data and products produced by the District 7 Office of Surveys, staff a public counter, and maintains the Office of Surveys website. The incumbent identifies project resource and funding requirements, negotiates these requirements with project managers, track budget expenditures in relation to project delivery schedules, and projects future fiscal year needs. The incumbent will prioritize and assign work requests to the appropriately skilled staff based on project deliver schedules and required task lead times. The incumbent will regularly prepare reports and brief management on project status. The incumbent will develop an independent quality assurance program to ensure the delivery of quality land surveying products on time and within budget. The incumbent will conduct annual Individual Development Plan meetings with staff.
15%	E	As the surveys Equipment Coordinator, acts as the liaison between the District 7 Office of Surveys and the headquarters Office of Land Surveys to coordinate survey equipment purchase requests, equipment exchanges, and coordinates equipment repairs and routine servicing with third party vendors.
10%	E	Assists management in the creation and implementation of geospatial data management workflow processes to integrate existing mapping data and survey records retention systems into a comprehensive geospatial data management system. Develops Geographic Information System (GIS) compatible methods and procedures for processing electronic mapping data.
10%	E	Coordinates Survey Requests for data collection and processing with Department or consultant field crews, and with internal or external partners or agencies. Attends Project Development Team (PDT) meetings. Immediately reports any personal injury occurring during the course of work to their supervisor in compliance with all safety standards. Conducts regular safety meetings.
10%	M	Accurately reports worked time and charges in the Staff Central Time System. Prepares budget and staffing data, comprehensive surveying reports and correspondence. Prepares project reports as requested by management. Ensures on-time delivery of surveys products.
5%	M	Performs (independent) Quality Assurance reviews of all mapping products to ensure accuracy and compliance with applicable standards and specifications. Coordinates delivery of survey data with the requestor, project manager, and consultant.

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5%	M	Defines the Task Order scope of work and provides oversight of various mapping related projects assigned to A&E consultants.
5%	M	Determines staff Capital Project Skill Development (CPSD) training needs and ensures scheduling of required training.

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

The incumbent performs as the supervisor of the Mapping Unit supervising a staff comprised of Transportation Surveyors Range D & C, Transportation Engineer, and Transportation Engineering Technician.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid California Land Surveyor License or a pre-1982 California registration as a Civil Engineer, and possession of a valid California Drivers License.

Knowledge and ability to apply the fundamentals of land surveying. This includes mathematics and basic science as it applies to the land surveying profession.

Knowledge of the methods and procedures used in the practice of land surveying as described in the Caltrans Surveys Manual.

Knowledge and ability to apply the principles and practices of mapping, geospatial data information systems, and cartography.

Knowledge of the basic organization, functions, and mission of the Department.

Knowledge of principles and processes of personnel management and the role of the supervisor in the EEO, Health & Safety, labor relations, and Human Resource programs.

Knowledge and understanding of the Department's zero tolerance policies and progressive discipline process.

Knowledge and practice of current safety procedures as described in the Code of Safe Surveying Practices and the Caltrans Illness and Injury Prevention Program.

Knowledge and ability to utilize basic principles of trigonometry as used in plane and geodetic surveying and within the California Coordinate System.

Knowledge of the applicable laws and the Department's responsibility to perpetuate monumentation and mapping as defined in the Land Surveyors' Act and the Subdivision Map Act.

Ability to apply the principles of project management, develop QC/QA processes and performance measures, and establish and adhere to schedules.

Ability to establish and maintain friendly and cooperative relations with those contacted in the course of work and to communicate effectively, both orally and in writing, with others internally or outside the Department.

Ability to conduct research, analyze survey data, perform survey calculations, and resolve complex surveying problems and situations using sound methods and procedures, and apply an effective action to obtain satisfactory results.

Ability to plan, coordinate, manage, and produce value-added mapping products.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for supporting various functional units within the Department and within the Office of Surveys in support of staff performing design work, construction staking, geodetic control, photogrammetric control surveys, performing contract oversight, and working with a Geographic Information System (GIS). This work is required to support the Department's Capital Outlay Support (COS) program, which is responsible for the development and

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delivery of billions of dollars of transportation improvements. It is imperative that this work is accomplished accurately, timely, efficiently, and safely. The effects of poor decisions relating to any of these items could translate into project delays resulting in significant additional costs or claims against the State of California.

PUBLIC AND INTERNAL CONTACTS

Public contacts may include those with other state agencies, local and federal agencies, private surveyors and engineers, private citizens, consultants, construction contractors, and may respond to inquiries from the media or elected officials. The incumbent will routinely make internal contacts with other Department personnel at all levels and within all Divisions and Districts, and must be able to represent the Department in legal matters. These contacts will be verbal or written as needed to perform assignments. The incumbent must be able to develop these relationships for the efficient development and delivery of the Department's transportation program.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical

The Senior Transportation Surveyor's normal assignments are within District 7, which includes Los Angeles and Ventura Counties. On occasion, training and work assignments may require the incumbent to work outside of their assigned District. As the Office of Surveys delivers many different work products, changes in work assignments are frequent and unpredictable. Since the physical environment is directly linked to work assignments, any or all of the following conditions may be encountered:

- Will be sitting for extended periods of time, and operate computers using a keyboard and video display terminal; operation of plotters, scanners, copiers, and other typical office machines.
- Frequent substantial or unexpected workload changes which can dictate rescheduling or reassigning of work as needed.
- May occasionally travel to remote work assignments for various lengths of time as projects dictate. Out of town assignments are described as locations outside a 50-mile radius from the incumbent's assigned office.
- May require bending, stooping and kneeling, and may be required to move large or cumbersome project plans.
- Ability to perform simple grasping and requires fine manipulation, repetitive motion, and manual dexterity when using computers and various electronic data collection systems, and while preparing various documents and reports.
- May require operating a motor vehicle.

Mental

- Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
- Must be able to sustain mental activity and concentration to write reports, analyze problems, and develop solutions related to office operations and assigned projects.

Emotional

- The position requires constant interaction with Department staff, upper management, and external contacts. It is important that the incumbent work closely with others to develop and maintain cooperative, professional relationships.
- May be subject to, and have the ability to recognize and handle difficult, emotionally charged issues or situations and respond appropriately in a calm and professional manner.
- Must deal effectively with pressure; maintain focus and intensity, yet remain optimistic and persistent, even while working under adverse conditions.
- Is open to change, and adapts behavior and work methods when presented with new ideas, changing conditions, or unexpected obstacles.
- Leads by example and behaves in a fair, ethical, and professional manner toward others and demonstrates a sense of responsibility and commitment to public service.
- Values cultural diversity and other individual differences in the workforce.
- Should strive to maintain a high level of professionalism, promote cooperation and unity, and show a genuine concern for work related matters and staff issues.
- The incumbent should be sensitive, open, and responsive to staff and other personnel and act responsibly in their daily activities to maintain a safe and productive work environment.

WORK ENVIRONMENT

The incumbent will primarily work in a cubicle workspace, in a climate-controlled office environment under artificial lighting, in a conservative and professional work setting.

Incumbent may be required to travel and work outdoors and may encounter various types of terrain and weather conditions, including exposure to dirt, noise and walking on uneven surfaces, extreme heat or cold, and within close proximity to significant automotive traffic and heavy construction equipment.

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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