

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Surveyor (S-09)	Right of Way and Land Surveys / Office of Land Surveys	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Surveys Coordination	913-400-3031-003	05/05/2014

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:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the direction of the Chief, Office of Land Surveys (a Supervising Transportation Surveyor) the incumbent is responsible for supervising rank and file staff within the office, coordinating the Department's surveying efforts between the districts, headquarters programs and the Office of Land Surveys, Surveys related Project Management matters and providing technical and functional support to the District Surveyors and Right of Way Engineers. This position requires being licensed to perform Land Surveying in the State of California.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35% (E)	Acts as the primary Division of Right of Way and Land Surveys contact for Surveys managers and supervisors on general surveying issues; provides day-to-day assistance and advice to district Surveys managers on general issues affecting the Surveys function; e.g., policy, procedural, legal, technical, personnel, operational, and project management; facilitates Surveys and RW Engineering functional meetings and telephone conferences; ensures technology and information exchange by facilitating Surveys and RW Engineering on-site coordination meetings in each district/region at least once every two years and prepares detailed meeting reports for distribution. Supports Department, Division and Office efforts for Program Review and Participative Management.
25% (E)	Supervises Transportation Surveyors assigned to Surveys Office Support, Surveys Field Support and Right of Way Engineering Support within Office. Coordinates efforts of these employees by working with senior staff within the office.
15% (E)	Supervises administrative staff within Office. Includes budget process associated with statewide corporate needs for Surveys and Right of Way Engineering, cost reporting, operating expenses and fiscal year projections. Develops implements and monitors Office policy on procurements. Liaison with Administrative support units to ensure good communication on administrative matters. Serves as primary facilities contact for Division of R/W and LS at Farmers Market Plaza. Assists Office Chief with various responsibilities and duties, acts as Office Chief when the Office Chief is absent.
10% (M)	Serves as team leader for the Surveys Project Management Improvement Team. Coordinates all aspects of team meetings including formulating agenda, meeting place, facilitates meetings, minutes, coordinates post-meeting actions. Assists team members and Survey Project Management staff with project management, resource, etc., issues. Serves as member of WBS task force.
10% (E)	Act as liaison between Office of Land Surveys and other Division, Office, and programs on project management related issues. Represent the surveys program on various project management related teams.
5% (M)	Provides training on various Surveying related matters and miscellaneous support tasks as needed.

<sup>1</sup>ESSENTIAL 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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Directly supervises a staff of four to six consisting of employees in the: Transportation Surveyor, Staff Services Analyst, Office Technician and/or Student Assistant classifications.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge: Must have knowledge of:

- methods of precise survey measurements and observations,
- use and adjustment of precision state-of-the-art automated surveying and mapping equipment, processes, and systems, including computer systems such as computer-aided design and drafting systems;
- materials used in surveying and mapping
- mathematics, procedures and computer applications used in plane and geodetic surveying
- the California Coordinate System
- the Code of Safe Surveying Practices
- photogrammetric mapping procedures
- principles of boundary determination
- land title research
- legal descriptions of real property
- factors determining ownership of property
- mapping laws relating to public and private ownership of real property
- monumentation policy and procedures relating to transportation facilities
- the Department's project development process and the role of Photogrammetry, Surveys, and RW Engineering functions within that process
- Departmental contracting, interagency agreement and procurement procedures
- continuous quality improvement techniques
- project management principals as applied to transportation projects
- principles and practices of supervision

Ability: Must have the ability to:

- make and interpret difficult survey and RW engineering calculations
- apply and utilize the principles of the California Coordinate System
- interpret legal descriptions of real property
- interpret Departmental policies and procedures and understand their application to the Department's Surveys and RW Engineering functions
- consult with and advise surveys and RW engineering managers and supervisors on a wide variety of complex as well as routine issues
- communicate clearly and effectively both verbally and in writing while producing comprehensive reports
- interpret and apply the Department's contracting and procurement policies and procedures
- review the work of others for compliance with legal requirements, policies and specifications
- analyze situations accurately and adopt effective course of action
- effectively supervise a staff of professional surveyors and technicians
- effectively contribute to the Department's equal opportunity program

Analytical Requirements: Position requires:

- performance of complex, varied and detailed tasks
- high level of professional knowledge
- computer skills
- innovation and creativity

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made and actions taken by the incumbent affect the surveying methods and economies of the Department's surveying and RW engineering operations and its ability to meet project delivery. Decisions also affect the Department's effectiveness in: staying abreast of emerging surveying technology, improving survey data flow processes from field to design to construction, and

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enhancement and maintenance of the geodetic control network. Additionally, the incumbent makes decisions and provides recommendations on varied surveying-related issues to Surveys and RW Engineering managers and supervisors. Errors in decisions could: cause contract change orders, decrease productivity of surveying-related functions, create non-compliance issues with surveying-related laws, result in costlier surveying products, and cause delays in project delivery.

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### PUBLIC AND INTERNAL CONTACTS

Internal contacts may be made throughout the Department at all levels and with all divisions. External contacts may include those with other State agencies, local agencies, FHWA, and private sector contractors/consultants performing State work.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees in the Office of Land Surveys:

- May be required to sit for long periods of time using a keyboard and video display terminal.
- May be required to move large or cumbersome reports from one location to another.
- Should demonstrate the ability to develop and maintain cooperative relationships and the ability to focus for long periods of time.
- Must grasp the essence of new information and master new technical and business knowledge.
- Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
- Must be able to organize and prioritize large volumes of varied documents (and/or other data).
- Must be able to concentrate in order to review and create documents (and/or other data) and meet strict deadlines at times.
- Identify and apply innovative solutions to make organizational improvements.
- Create a work environment that encourages creative thinking and innovation.
- Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance.
- Enables others to acquire the tools and support they need to perform well.
- Work with others in a cooperative manner.
- Resolve emotionally charged issues reasonably and diplomatically.
- Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.
- Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.
- Are open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.
- Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.
- Influences others toward a spirit of service and meaningful contributions toward accomplishing the missions of the Department, Division, Office, Branch and any teams with which the employee functions.
- Values cultural diversity and other individual differences in the workforce.
- Must communicate effectively both in writing and verbally

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### WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees will be required to sit for long periods of time using a keyboard and video display terminal. Employees may be required to move large or cumbersome reports from one location to another. Employees may be required to travel in State; travel is not very frequent; i.e., every other month.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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