

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Surveyor, Caltrans	52/Right of Way/Surveys, Office of Land Surveys	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Survey Standards	913-400-3031-XXX	12/01/2015

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 direction of the Chief, Office of Land Surveys, the incumbent is responsible for; (1) Developing and disseminating policies, procedures and standards for surveying, (2) Developing and delivering quality management tools, (3) Conducting training and outreach on policies, procedures and standards for Surveying and Right of Way (RW) Engineering staff, (4) Acting as the liaison with the California Board for Professional Engineers and Land Surveyors, professional societies for Land Surveyors, and public and private land surveying organizations, (5) Analyzing legislation and completing special projects.

Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Develops the Department's surveys policies, procedures and standards, for equipment usage and care, survey measurements and observations, record keeping and archiving, safety and workflow for all survey-related activities. Conducts required research for developing policies, procedures, standards, and specifications.
20%	E	Develops and delivers quality management tools for surveying and right of way engineering activities including quality control checklists, "how to" or job aids and guidelines to facilitate best practices. Updates Office websites with resources to promote quality work.
15%	E	Participates in the Department's Surveys and R/W Engineering support role including: course development and course presentation for training and outreach related to Caltrans' surveying policies, procedures, standards, and specifications for equipment usage and care, survey measurements and observations, record keeping and archiving, safety, and workflow.
10%	M	Serves as Caltrans surveys liaison with the California Board for Professional Engineers and Land Surveyors, professional societies for land surveyors, public and private land surveying organizations, and academia.
5%	M	Directs and leads special projects including but not limited to: analyzing legislation, outreach to non-surveyors and students, presentations on the role of Surveys and R/W Engineering in the engineering process, and others as needed.

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

No direct supervision of others is required. In a lead capacity, this position leads groups of survey personnel as a technical advisor and/or project leader. Incumbent is expected to develop methods appropriate and necessary to complete all assigned tasks. Review of work product will be exercised basically upon completion of work assignment. Incumbent exhibits a high degree of independence in completing assignments.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The minimum requirements are as stated in the specifications for the Senior Transportation Surveyor class. The incumbent must be authorized (licensed) to perform "land surveying" in California as defined by the Business and Professions Code.

This position requires extensive knowledge and experience in Caltrans' Surveying and R/W Engineering activities. It also requires good technical writing and research skills as well as ability to manage complex projects. The tasks performed are complex, detailed and varied and require the incumbent to be innovative and creative in producing survey standards, procedures and related training needed by Caltrans' Surveyors and R/W Engineers so that they can continue to provide services required by the Department's capital program.

This position also requires knowledge of land surveying and the laws pertaining to land surveying including: principles and practices of boundary determination; use of state-of-the-art survey instrumentation; interpreting legal descriptions and maps of real property; the California Coordinate System; mapping laws pertaining to ownership of real property; factors which influence the impact of transportation projects on the property and basic land net; and transportation planning, design, construction and right-of-way procedures and policies as they relate to surveys; mapping and drafting techniques; and computer applications and usage.

The incumbent must have the ability to: apply and utilize the principles of the California Coordinate System; interpret the departmental policies and procedures and understand their application to the Surveys and R/W Engineering function; prepare clear and comprehensive reports and technical correspondence; make verbal presentations; review the work of others for compliance with legal requirements, policies and specifications; work effectively with others as a member of an interdisciplinary team; and work independently on the development and monitoring of all phases of surveying; plan and implement training classes; and manage complex projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions, judgments and recommendations could result in failure of the district and regional Surveys units to perform assigned tasks in a legal or proper manner resulting in possible delays in project delivery.

PUBLIC AND INTERNAL CONTACTS

Internal contacts are frequently made throughout the department, at all levels, and with all functional units. External contacts include those with other state agencies, local agencies, university staff, training organizations, the California Board for Professional Engineers and Land Surveyors, professional surveying societies, and other private and public surveying organizations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Must value cultural diversity and other individual differences in the workforce; behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; must have the ability to resolve conflicts in a reasonable and diplomatic manner; must be able to develop and maintain cooperative working relationships. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting. May be required to travel in State; travel is not very frequent; i.e., every other month.

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)

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