

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
SENIOR TRANSPORTATION SURVEYOR	District 5/ Design VI / Surveys	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
SURVEY FIELD SUPERVISOR	929-206-3030	

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: (PROVIDE A 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 DRIVER'S LICENSE.) *RED TEXT ONLY APPEARS ON THE SCREEN

Under the general direction of a Supervising Transportation Surveyor, the Survey Field Supervisor is responsible for supervising a unit of professional and non-professional surveying staff engaged in all phases of land surveying activities. The incumbent also serves as a liaison between Field Surveys and other Caltrans Functional units, Headquarters, other public agencies and the general public. Incumbent must possess a valid California Land Surveyor License or be a Registered Engineer qualified to practice Land Surveying in the State of California.

TYPICAL DUTIES:

Percentage Job Description (PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. TO ADD ADDITIONAL LINES OF DUTIES WITH DIFFERENT PERCENTAGES, CLICK ON THE "+" BUTTON.) *RED TEXT ONLY APPEARS ON THE SCREEN

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Supervises a unit of professional and non-professional surveying staff engaged in various field surveying activities including, but not limited to, design surveys, land net surveys, right of way surveys, control surveys, GPS, construction surveys, photogrammetric surveys, records management and oversight of consultant surveys.
10%	E	Serves as Task Manager or Resource Manager for assigned projects. Monitors and reports percent complete and evaluates expenditures versus allocated resources. Estimates resource needs for current and future survey work. Tracks and monitors progress towards meeting delivery milestones for assigned projects.
10%	E	Evaluates employee performance and behavior, prepares Probation Reports and Individual Development Plans and takes corrective action when necessary.
10%	E	Represents Field Surveys at various meetings locally and throughout the Central Region and state.
5%	E	Advises and directs survey staff on more complex survey problems associated with design surveys, land net surveys, right of way surveys, control surveys, GPS, construction surveys, photogrammetric surveys, records management and oversight of consultant surveys.
5%	E	Advises executive staff on land surveying issues and represents the State on technical surveying matters.
5%	E	Acts as liaison for Region and District staff with the Office of Land Surveys, Division of Right of Way and Land Surveys, Office of Photogrammetry and the Division of Engineering Services. Also acts as an expert witness for the state in matters related to land surveying.
5%	M	Participates in field reviews of project sites for the purpose of planning surveys. Also administers equipment, vehicle and supply needs for field surveys.

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 Survey Office Supervisor will supervise a unit of officer surveyor team.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent should have knowledge of:

- Caltrans Surveys, Right of Way Engineering, Construction and Design Policies and Procedures.
- Land Surveyor's Act, Subdivision Map Act and the Public Resources Code.
- Principles of boundary control, legal principles, and evidence and procedures for boundary location.
- Rules and Regulations of the Board of Registration for Engineers and Land Surveyors.
- Effective communication and supervision skills.
- A supervisor's role in safety, health and labor relations.
- Caltrans Equal Opportunity Program

The incumbent should have the ability to:

- Supervise field staff engaged in various field surveying activities including, but not limited to, design surveys, land net surveys, right of way engineering, construction surveys, photogrammetric surveys, records management and oversight of consultant surveys.
- Effectively schedule resources to meet the department's needs.
- Negotiate effectively with other functional managers regarding work schedules and resources.
- Communicate effectively with the public and other Caltrans staff.
- Effectively integrate new technology and procedures into the surveying program.
- Learn and utilize new and various software applications for managing resources and projects.

The incumbent should demonstrate the following analytical requirements:

- Analyze project schedules to ensure timely delivery of survey data in order to meet the department's program.
- Analyze staffing and equipment needs and plan accordingly.
- Analyze and advise staff on complex surveying problems.
- Monitor and analyze employee performance.
- Identify problems in the workplace and suggest improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to effectively supervise the Survey Field unit could result in project delays, increased project costs, waste of public resources, injury to staff and/or the traveling public and damage to the Departments reputation.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contacts, both written and verbal, with Caltrans's staff, public agency staff, consultant surveyors, consultant engineers and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent should be able to sit for extended periods of time at a desk or while driving. He/she should also be able to traverse uneven and varying terrain for extended periods of time. The incumbent should also have the ability to lift various instruments and equipment which may weigh in excess of 25 pounds.

WORK ENVIRONMENT

The incumbent typically splits time working in an air-conditioned office setting with artificial lighting and/or natural lighting and working in the field. Above duties require the use of a desktop or laptop computer for extended periods. Duties may require the incumbent to sit for extended periods of time for the performance of the above duties. Duties may also require the incumbent to traverse extended distances over uneven terrain under various weather conditions. The incumbent is also required to travel overnight to meetings throughout the Central Region and may also be required to travel to meetings in other parts of the State. Travel may be by automobile or commercial conveyances such as airlines or trains.

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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