STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor, Caltrans	04 / Right of Way Surveys Office / Field Offices	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Surveyor (Field/Office)	904-403-3029- XXX	11/17/2014

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:

The Transportation Surveyor (Field Services) position works under the direct supervision of a Transportation Surveyor Party Chief. Incumbent may work under the direction of a survey crew lead worker. Transportation Surveyor or Transportation Engineer,as a member of a field survey crew. Incumbent shall have some experience and knowledge of all activities required of a survey crew member..

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Operate surveying instruments such as a total station instrument, digital level, GPS receiver and data collector which are used in collecting field data.
20%	E	Utilize Civil 3D to develop digital terrain models from field data. This process includes resolving survey chains, creating the digital terrain model, developing cross sections for surface checking and line code checking, creating contours, obscuring the triangles of the irregular network and zipping final digital files for delivery to the District Office.
15%	E	Performs necessary survey calculations and acts as survey note-keeper as required when collecting field data while performing above field operations.
10%	E	Act as a rod/chain person which includes use of sledge hammer while driving survey markers to grade, clear and cut brush, and act as flag person.
05%	M	Perform necessary maintenance of survey equipment to insure that it is in proper working order.

[1]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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

During the absence of the Party Chief , incumbent may act as a survey crew lead worker .

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Licensing Requirement:

Must have Land Surveyor-in-Training (LSIT) certificate as defined within the Business and Professional Code; or a Bachelor of Science degree in surveying, surveying engineering, or surveying geomatics.

Knowledge of:
(a). Fundamental plane and geodetic field surveying principles, methods, equipment, materials, and safety.
(b). Mapping and drafting techniques, including photogrammetry
(c). Plane and geodetic surveying computations, including computer applications and usage, adjustments and state plane coordinate systems.

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(d). Principles and practices of boundary, determination and land title research, including legal descriptions of real property, ownership determination and real property acquisition.

Ability to:
(a). Effectively apply plane and geodetic surveying and boundary determination principles and practices in various job assignments.
(b). Prepare clear and concise technical reports, surveying documents, and legal descriptions.
(c). Communicate effectively, verbally and in writing.
(d). Establish and maintain friendly and business like relations with those contacted in the course of the work.

Analytical Requirements:

Incumbent should be able to identify survey requirements and be in a position to help the survey crew in obtaining the required data. The incumbent should have through knowledge of surveying techniques and their applications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in regular field survey work may lead to encroachment and/or defects in the State's title, exposing the State to various liability claims, construction delays, and greatly increasing costs to the State. Errors in judgement may impact the safety of workers and the traveling public.

PUBLIC AND INTERNAL CONTACTS

Incumbent may be required to make contact with local property owners during the course of a survey. Provide responsive high quality courteous service to State employees and coworkers, representatives of outside agencies, consultants, and contractors, members of the public. Providing accurate and complete up to date information , in English, in a timely manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The incumbent must be able to develop and maintain cooperative working relations. Must be able to carry up to 40 pounds of survey equipment or material.

WORK ENVIRONMENT

The incumbent may be exposed to adverse conditions that may include, but are not limited to extreme weather conditions, rough terrain, great heights; poison oak; insect bites and/or bee stings; loud noises, dust, and chemicals.

Overtime may be required and vacation may be restricted during periods 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, to staff [i.e. GPS and New Technology group].

Rotational assignments may also be required between the Right of Way Engineering and Surveys Field offices.

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