

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor, Caltrans , Range A-C	D04 - R/W Surveys – RW Engineering Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Surveyor	904 - 403 - 3029 – XXX	

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 the Senior Transportation Surveyor, the Transportation Surveyor performs Surveying and Right of Way Engineering work in the office.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Prepares Right of Way Engineering mapping products (Right of Way Record Maps, Records of Survey, exhibits, etc.) and documents; prepares clear and comprehensive reports and technical correspondence. Work with Excess Lands personnel producing circulation maps, and other documents needed to complete Decertifications and Director's Deeds. Prepares legal descriptions and plans for excess land parcels.
20%	E	Prepare field survey requests to obtain supplemental land net information and set the right of way monuments as depicted on the project Record of Survey.
20%	E	Checks and reviews mapping products, deeds and documents prepared by another squad member.
5%	M	Researches records from counties and other agencies
5%	M	Conduct land surveying-related research including the preparation of documents and reports as to opinions and findings. Prepare exhibits to convey land surveying concepts, principles, and opinions to judges, attorneys and the public.

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

None. However, the incumbent may lead one or two coworkers in Surveying and Right of Way Engineering activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Fundamental plane surveying principles, methods, equipment, materials and safety.
- Mapping and drafting techniques.
- Plane surveying computations, including computer applications and usage, adjustments and state plane coordinate systems.
- Departmental plans, standards, policies and procedures for Design, Right of Way and Construction relative to Surveys.

ADA Notice

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- Methods to produce graphical terrain representations.
- Coordinate geometry, digital terrain modeling, import and export of files.
- * Civil 3D software
- Computer file management.
- Basic principles of trigonometry and geometry

Ability to:

- Comprehend and analyze highway construction plans
- Calculate slope, elevation and offset.
- Create digital horizontal and vertical alignments.
- Manipulate data with Caltrans computer software
- Create computer plots with civil 3D software
- Create spreadsheets and word documents with computer software.
- Create neat and accurate computations and notes.
- Communicate effectively, verbally and in writing.
- Establish and maintain friendly and business-like relations with those contacted in the course of work.

Analytical Requirements

The tasks performed are detailed and varied, and require the incumbent to be innovative to carry out the Surveying and Right of Way Engineering needs for the Department. Since requests vary greatly, the incumbent has the responsibility to determine what procedure will be used to accomplish the assignment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in determination of property lines or right of way lines can result in defective acquisition documents. This may lead in turn to defects in the State's title, exposing the State to various liability claims. Inaccurate property line determination may cause the State to be discredited with title companies and local agency surveyors and engineers. Mistakes in condemnation documents can cause mistrials and greatly increase cost to the State. Mistakes in setting the right of way can also result in delays during construction with resulting payment of claims.

PUBLIC AND INTERNAL CONTACTS

Most contacts will be internal conferring with designers about right of way location detail; and with agents about appraisal maps and documents requested. May occasionally assist engineers and surveyors from other agencies and members of the public in connection with State right of way. Incumbent must possess a professional attitude and good phone manners.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. May also be required to move large or cumbersome plans and maps from one location to another. He or she must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

WORK ENVIRONMENT

While at their base operation, employee 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.

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)

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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