

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Surveyor (Caltrans)	OFFICE/BRANCH/SECTION Office of Surveys / Design	
WORKING TITLE Transportation Surveyor Range A-C	POSITION NUMBER 907-302-3029-xxx	EFFECTIVE DATE

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 supervision of a Transportation Surveyor Party Chief, incumbents perform a wide variety of tasks related to land surveying in a field setting. As incumbents progress in experience they will be assigned more complex work and may function as a lead person over the activities of various surveying and technical personnel in the field.

TYPICAL DUTIES:

Percentage		Job Description
35%	E	Records descriptions and measurements needed for the development of field notes and electronic files as well as assists in the final preparation of such notes and files, subject to review by the supervisor. Performs calculations necessary to make field checks and measurements of drainage facilities, reference points, topographic features, etc. Works closely with the supervisor to perform the necessary surveys calculations needed to ensure proper project setup and accurate data collection. Assists supervisor with the electronic processing of field survey data, when necessary. Performs and evaluates record data research. Assists supervisor in providing informal on the job training when needed.
25%	E	Assists or acts as the primary person responsible for the proper operation, maintenance and adjustment of all survey instruments used by the survey crew, such as electronic levels, total stations, GPS equipment, and other necessary equipment used in the setting and collecting of survey data.
20%	E	Transport of equipment, tools and materials weighing up to 60 pounds over various types of terrain to and from the work site as directed by a supervisor or lead worker. Perform any manual labor such as digging, clearing of brush, setting of durable monuments, pipe driving, removal of asphalt, construction of concrete monuments, and any other work necessary to recover or establish survey monuments. Also, responsible for the correct placement of survey control stakes and photo pre-marks.
10%	E	Responsible for reporting daily pre-operational condition, necessary repairs, sustained damage and ensure the completion of required maintenance on fleet vehicles used. Assist supervisor with preparing for the daily assignment, including stocking material onto vehicles, as required to accomplish the task. Report any personal injury acquired during course of work to the supervisor immediately. Accurately reports worked time and charges in the time reporting system provided.
10%	M	Temporarily act as a lead person of a survey crew or helper crew engaged in routine assignments. These may include construction staking and control, project leveling, design surveying, and R/W staking projects or as expertise dictates.

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 may act as a lead person of a survey crew or helper crew engaged in routine assignments.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A Transportation Surveyor must have a good working knowledge of the fundamentals of land surveying. This includes knowledge of mathematics and basic science as it applies to the land surveying profession. The following are knowledge, abilities, and analytical requirements necessary for this position:

- Properly care, maintain and if directed, operate various precise surveying instruments.
- Understand the methods and procedures used in the practice of surveying as described in the Caltrans Surveys Manual.
- Understand and practice current Safety procedures as described in the Code of Safe Surveying Practices and the Caltrans illness and Injury Prevention Program.
- Assist with the collection and operation of the Department's data collection systems with regard to field collection methods and if directed, the software application used.
- Assist with the research, verification and adjustment of survey data, and if directed, may include performing and interpreting survey calculations.
- Apply and utilize basic principles of trigonometry as used in plane and geodetic surveying and within the California Coordinate System.
- Basic knowledge and understanding regarding boundary locations and determination as it relates to the sectionalized U. S. Public Land System.
- Aware of the Department's responsibility to perpetuate monumentation and map existing facilities as defined in the Land Surveyors' Act and the Subdivision Map Act.
- Assist with the interpretation of preliminary design requests and construction plans.
- Recognize and report any possible hazards or safety violations that may adversely affect property, employees or the general public.
- Posses a valid Land-Surveyor-in-Training or equivalent certificate accepted by the California State Board of Registration or graduation from a four year curriculum in surveying, surveying engineering or surveying geomatics accredited by the Accreditation Board for Engineering Technology.
- Posses a valid California Drivers License.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

A Transportation Surveyor is responsible for assisting the survey crew in accurately setting, collecting, describing, calculating, and recovering of survey monuments and topographic features in a field setting. Other responsibilities include assisting the survey crew in completing tasks in a safe and timely manor and requires immediate reporting to the supervisor when unsafe conditions exists, or when known or suspected data errors exists. The effects of poor decisions relating to any of these items could translate into bodily injury, additional delays, and significant costs or claims against the State of California.

PUBLIC AND INTERNAL CONTACTS

Internal contacts may be made throughout the Department at all levels within all Divisions. External contacts may include those with other state agencies, local agencies, federal agencies, private surveyors and engineers, private citizens and construction contractors. These may be verbal or written as needed to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical

A Transportation Surveyor's normal assignments are within District 7, which includes Los Angeles and Ventura Counties. On occasion, training and work assignments may require the incumbent to work outside of their assigned District. Since the Land Surveying department delivers many different linked to work assignments, any or all of the following conditions may be met:

- Frequent, substantial or unexpected workload changes which can dictate rescheduling or reassigning of work as needed.
- Must travel to remote work assignments for various lengths of time as projects dictate. Out of town assignments are described as location outside a 50-mile radius from the District office or the incumbents assigned survey office.
- Must be able to transport survey equipment, hand tools and materials in an outdoor setting through various types of terrain as needed to complete the necessary task.
- Requires frequent bending, stooping and kneeling.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Ability to exercise power grasping, repetitive motion and manual dexterity when using hand tools and survey equipment such as hammers, digging bars and shovels to perform routine tasks such as excavate material in order to set or recover monuments.

Requires operating a motor vehicle for prolonged periods of time while traveling to, from and during work assignments. Overtime may be required and vacations may be restricted as departmental workload dictates.

Mental

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to maintain a sustained mental alertness and concentration for prolonged periods of time while working around heavy equipment and under variable traffic conditions.

Emotional

The position requires constant interaction with the survey crew members, party chief, and management. It is important that employees work with others to develop and maintain cooperative relationships/

May be subject to, and have the ability to handle, irate public in a calm and professional manner.

Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even while working under adverse conditions.

Is open to change; adapts behavior and work methods when presented with new ideas, changing conditions or unexpected obstacles.

Behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to a public service.

Values culture diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Assignment are outdoors in various types of terrain and weather conditions and include exposure to dirt, noise, and walking on uneven surface.

Assignment are usually within close proximity to significant automotive traffic and heavy construction equipment.

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