STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor (Caltrans)	D8 - Construction - Office of Land Surveys	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TS-Field	908-410-3029	

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 Senior Transportation Surveyor or Transportation Surveyor Party Chief, the incumbent will perform a wide variety of tasks related to land surveying in a field setting. Possession of a valid driver's license is highly desirable.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
60%	E	Records preliminary 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. Assist with basic 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 survey calculations needed to ensure proper project setup and accurate data collection. Assists supervisor with the electronic processing of field survey data, when necessary. Assists supervisor in providing basic informal on the job training when needed. Assists or acts as the primary person responsible for the proper operation, maintenance and adjustment of survey instruments used by the survey crew, such as electronic levels, total stations, GPS equipment, Vangarde equipment and other necessary equipment used in the setting and collecting of survey data.
20%	E	Transport of equipment, tools and materials 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. Responsible for the correct placement of survey control stakes and photo pre-marks.
20%	M	Responsibility for reporting daily pre-operational condition, necessary repairs, sustained damage and ensure the completion of required maintenance on fleet vehicles used. Assist the Supervisor with preparing for the daily assignment, including stocking material onto vehicles, as required, to accomplish the task. Accurately reports worked time and charges in the Time Reporting System provided. 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.

[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

None, incumbent may work in a lead capacity with co-workers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A Transportation Surveyor must have a good working knowledge of the fundamentals of land surveying. The following are knowledge, abilities, and analytical requirements necessary for this position:

- Have knowledge of mathematics and basic science as it applies to the land surveying function.
- Understand conventional and state of the art mapping and drafting techniques.

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- Ability to research and compile evidence and documentation for boundary determination
- Ability to write property descriptions and prepare legal land documents and descriptions.
- Understand and interpret legal descriptions of real property; methods and terminology used in searching for land titles, and factors involved in determining ownership of property.
- Familiar with and apply the Land Surveyor's Act and California Subdivision Map Act and any other real property acquisition and mapping laws pertaining to public and private ownership of real property.
- Understand methods used in the practice of precise surveying as described in the Caltrans Surveys Manual.
- Familiar with computer applications used in preparation of electronic maps, legal descriptions, and correspondence relating to right-of-way projects.
- 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 research, verification, and adjustment of field survey data, and if directed, may include making and interpreting less difficult survey calculations.
- Apply and utilize basic principles of trigonometry as used in simple plane and geodetic surveying and within the California Coordinate System.
- Basic knowledge and understanding with regard to boundary location and determination as it relates to the sectionalized land system.
- Understand right-of-way engineering projects, as well as planning, design, construction, and right-of-way procedures and policies as they relate to surveys.
- Possess 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. Possession of a valid certificate as an Engineer in Training accepted by the California Board of Registration for Professional Engineers and Land Surveyors may be used in lieu of a certificate as a Land Surveyor in Training.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for assisting, or leading a group of survey personnel in the research, analysis, checking, and adjustment of survey data. Assist in accurate interpretation of various map types and data for departmental use. Individuals, if directed, may assist with contract administration, report preparation and consultant oversight. The effects of poor decisions relating to any of these items could translate into additional delays, costs or claims against the State of California.

PUBLIC AND INTERNAL CONTACTS

Internal contacts may be made throughout the Department at all levels and with all Divisions. External contacts may include those with other state agencies, local agencies, federal agencies, private surveyors, private citizens and consultant contractors. These contacts may be verbal or written.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical

The incumbent's normal assignments are within District 8, which includes San Bernardino/Riverside Counties but can on occasions include temporary assignments statewide. Since the Land Surveying department delivers many different products of information, changes in work assignments are frequent and unpredictable. Since the Physical environment is directly 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, work and live at or near remote work assignments for various lengths of time as projects dictate. Out of town assignments are described as locations outside a 50-mile radius from the District 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;
- 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;
- Use of a pick, digging bar, or a shovel to 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.

Emotional
• The position requires interaction with field survey personnel, office personnel, and the supervisor. It is important that employees work with others to develop and maintain cooperative relationships.
• Ability to establish and maintain friendly, business-like relations with those contacted in the course of the work.
• Must be able to handle irate public in a calm 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 toward others and demonstrates a sense of responsibility and commitment to public service.
• Values cultural diversity and other individual differences in the workforce.

Mental
• Must have the ability to be multi-tasked, 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 performing tasks assigned to them relating to various projects.
• Must be able to effectively communicate ideas, issues, and possible solutions as they relate to a particular task or project.

WORK ENVIRONMENT

Assignments are outdoors in various types of terrain and weather conditions and include exposure to dirt, noise and walking on uneven surfaces. Assignments are usually within close proximity to automobile 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