

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor	Division of Land Surveys/Field Surveys	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Field Survey Crew Member	911-308-3029-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:

Location: This position is in the Field Surveys Section of the District 11 Division of Land Surveys (based at the Kearny Mesa Operations Center).

This position is the journey level of professional surveying work in Caltrans. Under the direction of Transportation Surveyor Party Chief, the incumbent is assigned technical field responsibilities of land surveying. This position can also be for Transportation Engineers on an extended rotational assignment working on a field survey party.

Under the supervision of a Transportation Surveyor Party Chief or Senior Transportation Surveyor, performs the duties listed below:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
75%	E	Performs and assists the Party Chief in a wide variety of professional land surveying tasks in the field, inclusive of: horizontal/vertical control surveys; design data surveys; photogrammetric mapping; monumentation; and construction surveys. Makes survey judgments and decisions as experience justifies.
10%	E	Makes surveying computations using programmable calculators and computer systems.
10%	E	Keeps survey notes and records.
5%	M	Maintains adjustment, calibration and care of precise surveying equipment.

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 - as experience progresses, may act as lead worker of a small group engaged in a variety of survey activities. Participates in the safety program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- State Plane coordinate system and its relationship to Caltrans projects.
- Land surveying techniques to perform surveying activities in all phases of a project.
- Basic mathematical principles and concepts encountered in the course of completing surveying tasks and analyses.

Ability to:

- Perform field and office surveying operations of varying complexities.
- Make precise survey field measurements.
- Compile field evidence for boundary determination.
- Make and interpret survey computations.
- Make survey analysis and decisions based on sound surveying principles and practices.

Analytical Requirements:

- Analyze situations accurately and adopt an effective course of action.
- This position requires the ability to make analytical judgments pertaining to all phases of land surveying. The

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incumbent must have a strong background in field surveys, computational skills, and boundary determination as a basis for these analytical judgments.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Acting as a lead worker in the absence of a Survey Party Chief, the incumbent is responsible for decisions pertaining to the survey in which he/she is currently involved. The probable effects of a poor decision could be a costly construction error, incorrect information being used in project design, endangerment of employees, loss or damage to expensive equipment.

PUBLIC AND INTERNAL CONTACTS

All survey party members have a continual dialogue with each other, frequent dialogue with inspectors and contractor personnel, and occasional contact with property owners and the traveling public. Maturity, confidence, and diplomacy are essential elements to successful relations with these contacts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires the use of heavy-duty work clothes and safety boots. Manual labor can be intense and frequent, from clearing brush in tick-infested mountains to driving survey stakes and makers with sledgehammers for hours on end. Extensive walking and transporting of stakes, supply/equipment bags, and hi-tech surveying equipment is necessary. There is a constant concern that the work is being done properly and accurately - there is no room for mistakes as this is the final task that locates where the facility is to be built. The Party Chief must assure that he and his party get the work completed on time to accommodate the contractor, or a claim may be forthcoming. Incumbent is required to be tolerant of working within very close range of high-speed traffic, as well as in very noisy conditions.

WORK ENVIRONMENT

Nearly all work is accomplished out-of-doors in remote areas, along the traveled way of highways, in heavy construction zones, on bridge caps and piles, mountaintops and on the property of private citizens. Work must be performed in all weather conditions, including the desert heat in the summer and mountain cold in the winter.

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
