

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
| Transportation Surveyor Range A, B & C- Field Surveys | Office of Land Surveys/Field Surveys Branch | |
| 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:

This position is the entry, first working, or journey level of professional surveying work at Caltrans. Under the general direction of a Senior Transportation Surveyor, the incumbent is assigned technical field responsibilities of land surveying.

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

TYPICAL DUTIES:

| Percentage | | Job Description |
|---|---|---|
| Essential (E)/Marginal (M) ¹ | | |
| 60% | 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. |
| 20% | E | Makes surveying computations using programmable calculators and computer systems. Analyzes field survey data for procedural and observational errors. Performs survey complex calculations and analyzes survey data adjustments. |
| 15% | E | Prepares and maintains survey notes and records. Assists the Party Chief with preparing electronic sketches and diagrams to support deliverables. |
| 5% | M | Operates, calibrates, and cares for precise surveying equipment. Maintains adequate supplies for all survey functions. Keeps all vehicles clean and free of unnecessary clutter. Participates in the safety program. |

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- State Plane coordinate systems and their relationship to Caltrans projects.
- Land surveying techniques to perform surveying activities in all phases of a project.
- Basic mathematic principles and concepts encountered in the course of completing surveying tasks and analysis.

Ability to:

- Perform field and office surveying operations of varying complexities.
- Perform precise survey field measurements.
- Compile field evidence for boundary determination.
- Perform and interpret survey computations.
- Perform 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 incumbent must have a knowledge of field surveys, computational skills and boundary determination as a basis for these

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analytical judgments.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in costly construction errors, incorrect information being used in project design, risk to 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 markers with 12 pound sledgehammers for hours on end. Extensive walking and transporting of stakes, supply/equipment bags and hi-tech surveying equipment in bags weighing up to 60 pounds is necessary. There is a constant concern that 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. 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 the 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
