STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor Range D	Dist 03 North Region Office of Surveyors	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Surveyor	928-201-3029-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 direction of a Senior Transportation Surveyor, the incumbent in a Survey Office environment provides technical expertise, knowledge and ability in processing field collected survey data, reviewing and creating construction staking note packages, and any and all other tasks necessary to deliver complete survey products and information to all of North Region Office of Surveyors' clients.

Possession of a valid California Land Surveyors License is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
60%	E	Executes through to completion the reduction of field generated survey data, performs electronic data transfers, compiles or directs the compilation of data for design surveys, right of way surveys, and construction staking; assists with post construction monumentation plans.
20%	E	Interacts with project engineers and managers regarding survey requests. Determines and provides cost estimates and time durations for requested survey projects for input to the Workplan Status.
10%	E	Provides solutions to survey problems. Coordinates with party chiefs regarding compatibility of methods and procedures for data collection and completeness of survey.
5%	M	Interacts with the Offices of Geometronics and Photogrammetry, local agencies, consultants, and the public relative to survey issues.
5%	M	Assists with training plans, safety requirements, inventory, equipment purchases, and budget plans and performs personnel duties as required.

[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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Fundamental surveying, mathematics, and basic science as applied to surveying; methods of precise survey measuring; use and adjustment of precision surveying instruments; procedures, equipment, and materials used in surveying, including conventional and state of the art; mapping and drafting techniques; mathematics and procedures used in plane and geodetic surveying; computer applications and usage; the California Coordinate System; Code of Safe Surveying Practices; photogrammetric mapping procedures; principles and practices of boundary determination, land title research, and surveying; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of property; real property acquisition and mapping laws pertaining to public and private ownership of real property; monumentation of facilities; the Land Surveyors' Act; the Subdivision Map Act; factors which influence the impact of departmental projects on property and basic net; right of way engineering projects; planning, design, construction, and right of way procedures and policies as they relate to surveys.

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Ability to perform complex field and office surveying work; make precise survey measurements; interpret legal descriptions of real property; make and interpret difficult survey calculations; apply and utilize the principles of the California Coordinate System; research, analyze, check, and adjust survey data; research and compile evidence and documentation for boundary determination; assist in planning, directing, and coordinating the work of a group of survey or right of way engineering personnel; do mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; write property descriptions and prepare legal land documents and descriptions; operate precise surveying instruments (conventional and state of the art); establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively. Must be able to respond to oral and written requests for information relating to survey issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decisions made by the Survey Office Coordinator are critical to the smooth and timely flow of work through the Survey Office. The accuracy and completeness of field note reduction is crucial to the timely delivery of data to Project Development and others. Any errors or omissions could prove to be extremely costly and could adversely affect project delivery. Errors in the construction staking notes could also delay the construction process resulting in increased costs or possible claims against the State.

PUBLIC AND INTERNAL CONTACTS

Interacts with representatives of other branches in the District such as Project Development, Construction, Right of Way Engineering, and with some Headquarters units. Also interacts with public agencies and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and video display terminal. May be required to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. May also be required to travel and work outdoors and may be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold.

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)

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SUPERVISOR (Signature)	DATE