

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Surveyor, Range D	OFFICE/BRANCH/SECTION District 10 / Design VI / Surveys	
WORKING TITLE Transportation Surveyor, Range D	POSITION NUMBER 931-206-3029-023	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 and direction of a Senior Transportation Surveyor, the Transportation Surveyor Range D (TS-D) works mainly in an office setting and performs a wide variety of office surveying tasks that include, but are not limited to the following: researching records; performing complex surveying calculations; preparing various Right-of-Way (R/W) and surveying maps; preparing legal descriptions and deeds; providing information to the public; reducing and analyzing field data; occasionally functioning as a member of a field crew; and performing other survey related work, as required. The TS-D is in "responsible charge" of their work as defined in the Land Surveyors Act, and may be called upon to act as a lead person in "responsible charge" of the technical work of other rank and file employees.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Analyzes field survey data, title reports, legal descriptions, record maps, and related documents to determine property and R/W boundaries. Researches public records from counties, cities, utilities and other agencies. Produces documents and maps defining the existing location of, acquisition of, and disposal of State R/W, including but not limited to, legal descriptions, acquisition deeds, Resolutions of Necessities (Condemnation), land net maps, appraisal maps, relinquishment or vacation maps, federal application maps, condemnation maps, and final record maps.
15%	E	Checks the technical work of other staff and participates in an interoffice QC/QA Program.
10%	E	Works with other Caltrans departments to determine project surveying needs. Prepares Survey Requests and compiles supporting information for field surveys
5%	E	Performs oversight activities on surveying and R/W engineering work by others (consultants, local agencies, or developers) on State Highway Improvement Projects, and ensures that it conforms to minimum Caltrans standards, practices, and procedures. This effort includes providing assistance regarding Caltrans standards and practices; providing technical review of survey and R/W engineering deliverables at milestone intervals; attending periodic meetings to discuss progress, issues and next actions; and onsite visits to consultants or outside entities to provide guidance.
5%	E	Briefs the first-line supervisor on the status and progress of projects.
5%	E	Reviews, analyzes, reduces, and/or adjusts survey field data. Produces maps and reports, including but not limited to, Digital Terrain Maps, Project Control and Record of Surveys.
5%	E	Acts as an expert witness at trials and/or as a consultant to Caltrans legal staff.
5%	E	Maintains, updates, and researches Caltrans survey records, and processes requests from the public for these records
5%	M	Trains newly hired surveyors and technicians.
5%	M	Functions as a member of a field crew and performs other survey related work, as required.

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. May perform the duties of a lead person in "responsible charge" of the technical work of other rank and file

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employees. May fill in for the Senior Transportation Surveyor or a Transportation Surveyor Party Chief in his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should have knowledge of:

- Land Surveyor's Act, Subdivision Map Act, Public Resources Code, and the Rules and Regulations of the Board of Registration for Engineers and Land Surveyors;
- Principles of boundary control, legal principles, and evidence and procedures for boundary location;
- Land surveying techniques to perform surveying activities, understand and interpret survey information, and interpret and explain drawings and details about construction projects;
- Basics of Land Surveying, including USPLSS, CCS, Principles of Land Title, and the Metric System;
- Plane coordinate systems to plan survey activities, and interpret and calculate survey data;
- Mathematics, including algebra, geometry, trigonometry, and error analysis; and
- Computers and survey software.

The incumbent should have the ability to:

- Communicate effectively with the public and other Caltrans staff;
- Effectively utilize new technology and procedures on project work;
- Exercise sound judgment and common sense when making decisions and formulating actions;
- Solve simple and complex survey problems using mathematics and basic surveying principles;
- Perform, check, and verify the accuracy of surveying and R/W engineering calculations, including but not limited to, traverses, alignments, area, construction staking, and earthwork quantities;
- Read and comprehend, in both hard copy and online formats, a variety of departmental manuals, procedures, and guidelines including the Surveys Manual, Right of Way Manual, Drafting and Plans Manual, Safety Manual, and Central Region RWE Procedures to ensure appropriate application and adherence in planning and completing survey and R/W engineering activities;
- Interpret, understand, and produce maps and drawings depicting specific locales/regions, topographical characteristics, property boundaries, and other surveying/engineering related information;
- Analyze survey requests and projects, and then determine the appropriate course of action;
- Correctly analyze and adjust survey data;
- Work effectively, as part of a group, to complete work tasks and assignments;
- Understand and follow complex, detailed, written and/or oral instructions, and directions for the completion of assigned work tasks; and
- Identify problems in the workplace and suggest improvements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate survey data and/or survey procedures could result in losses in production, increased project costs, project delays, injury to the department's credibility and public image and possibly create encroachments upon private property. Failure to provide accurate R/W and/or survey information could additionally cause delays and monetary losses to other public or private entities. Poor judgment regarding safety in the field could endanger self, crewmembers, or the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact, both written and verbal, with Caltrans staff, public agency staff, the general public, and consultant surveyors and engineers. He/she must maintain a professional attitude and appearance and treat others with courtesy and respect.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to work in front of a video display terminal for extended periods of time. He/she may be required to move boxes of record documents, map files, supplies, and miscellaneous survey equipment weighing up to 40 pounds. He/She may also be required to traverse uneven and varying terrain for extended periods of time.

WORK ENVIRONMENT

The incumbent works in an air-conditioned office setting with artificial lighting and/or natural lighting. Above duties require the use of a computer for extended periods of time. Duties may also require the incumbent to sit for extended periods of time to perform the duties of the position. The incumbent may occasionally be required to work outdoors, on uneven terrain, and in various weather conditions. He/She may also be required to travel overnight on short-term assignments

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throughout the Central Region or State for meetings, training, or field/office job assignments.

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