

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor Party Chief	04/Right of Way Surveys/Field Offices	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Field Survey Party Chief (Supervisor)	904-403-3030-xxx	November 1, 2014

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 general supervision of a Senior Transportation Surveyor, the incumbent will plan and administer the work of a survey party, which makes preliminary, construction and cadastral surveys. Train subordinates to perform duties such as operation of precision surveying instruments, proper surveying procedures, equipment maintenance, survey calculations and note keeping. Possession of a valid California Land Surveyor's License is required.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Plan and direct a field survey crew in all phases of field surveys utilizing correct methods and procedures to meet job requirements and specifications as outlined in the Caltrans Surveys Manual.
20%	E	Administer work to ensure completeness and accuracy of fieldwork completed. Ensure all personnel documents are produced by the crew members, verify that they are complete, accurate, legible, and provide approval signatures where required.
20%	E	Ensure all fieldwork is performed in a safe manner by directing staff to adhere to the policies and procedures as directed by the Code of Safe Surveying Practices and the Caltrans Safety Manual.
15%	E	Ensure crew members transport, store, maintain, and operate field-surveying equipment in the manner it was intended. Ensure appropriate supplies required to perform tasks are available. Responsible for maintenance and records of vehicles assigned to crew.
5%	M	Adjust and perform necessary maintenance of survey equipment to ensure it's in proper working condition.

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

Incumbent's primary function is that of a field survey party chief and first-line supervisor. As such, this person will be responsible for ensuring the safety and health of the crewmembers. The incumbent will provide administrative supervision and direct the work of subordinates performing survey tasks. Those persons are generally Transportation Surveyors, Transportation Engineering Technicians and/or other engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Methods, equipment and materials used in surveying.
- Survey mapping techniques, including photogrammetry.
- Plane and geodetic surveying, including computer applications and usage, adjustments and state plane coordinate systems.
- Principles and practices of boundary determination and land title research, including legal descriptions of real property, ownership determination and real property acquisition.
- Departmental plans, standards, policies and procedures for planning, design, right-of-way and construction relative to surveys.

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f. Principles of effective communication and supervision.

Ability to:

- a. Perform complex field and office work.
- b. Make and interpret difficult survey calculations.
- c. Plan and direct the work of a survey party.
- d. Make recommendations to engineers for corrections and/or revisions to construction plans when required to meet field conditions and/or comply with policies and standards.

Analytical Requirements:

Incumbents perform a wide variety of difficult and complex professional surveying work and exercise independent judgement in responsible charge assignments. Since requests vary greatly, the incumbent has the responsibility to determine what procedure will be used to safely and efficiently accomplish said assignments.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in location of property lines or right of way lines may lead to encroachments and/or defects in the State's title, exposing the State to various liability claims. Mistakes in design, surveys and construction staking can cause claims and delays, greatly increasing costs to the State. Errors in judgement may impact the safety of workers and the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent may provide liaison between the project engineer, resident engineers and the survey office section. Interaction between the incumbent and other public agencies and consultants is sometimes required. Contact with local property owners is often required during the course of a field

Provide responsive high quality courteous service to State employees and coworkers, representatives of outside agencies, consultants and contractors, and members of the public. Providing accurate and complete up to date information, in a timely manner.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to develop and maintain cooperative working relationships.

Must be able to carry up to 40 pounds of survey equipment or material.

Over half of the organization's work is subject to frequently changing work situations in which all of the following conditions are met:

The changes require almost constant attention to work progress and to adjustments in plans and schedules; and the work situations are such that they demand of the supervisor qualities such as exceptional adaptability, special skills and planning, ability to act quickly, and ability to withstand considerable and continuing pressure.

WORK ENVIRONMENT

The incumbent may be exposed to adverse conditions that may include, but are not limited to extreme weather conditions; rough terrain, great heights; poison oak; insect bites and/or bee stings; loud noises, dust, and chemicals.

Overtime may be required and vacations may be restricted during periods of heavy workload.

May be required to travel for short periods of time, however, travel in this district is not very frequent.

May be required to participate in a limited term rotation, to staff the Vanguard Survey Unit.

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Rotational assignments may also be required between the Right of Way Engineering and Surveys Field Offices.

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