

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Surveyor Party Chief CT(Caltrans)	OFFICE/BRANCH/SECTION District 6 /DesignVI/Surveys	
WORKING TITLE Party Chief	POSITION NUMBER 929-206-3030-XXX	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 of a Senior Transportation Surveyor CT(Caltrans) the incumbent acts as the supervisor of a field survey crew. In this capacity, the incumbent plans and coordinates the daily operations of a field survey crew.

**TYPICAL DUTIES:**

Percentage		Job Description
50%	Essential (E)/Marginal (M) <sup>1</sup> E	Directs field survey crew in daily assignments. Plans location and safety of crew work. Oversees tailgate safety meetings every 10 working days. Verifies project datums and project control. Directs survey crew in procedures to be used in fieldwork in conformance with the Surveys Manual. Assigns tasks of survey crew members. Exercises "responsible charge" of crew's survey work as defined in the Land Surveyor's Act.
20%	E	Analyzes and processes field data collected by survey crew. Checks accuracy of work using least squares and DTM software. Verifies accuracy of construction staking done by crew. Produces a Field Survey Party Report for completed projects.
20%	E	As supervisor, directs in the development and training of survey crewmembers. This includes but is not limited to on the job training, state sponsored training classes, and annual Individual Development Plan review with crew members. Evaluates probationary employees. Initiates corrective actions when necessary. Approves and verifies crew time and project charges.
10%	E	Performs traffic control. This includes but is not limited to setting signs, cones, flagging traffic and locating barrier vehicles.

<sup>1</sup>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**

Supervises three or more employees, in the field operations necessary to fulfill survey requests, monitoring state vehicles, equipment usage, overtime expenditures and travel expense claims. Reports any misuse or abuse to the Senior Transportation Surveyor.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Mathematics – including algebra, geometry and trigonometry
- Land Surveying
- Legal Descriptions
- Principles of Land Title
- California Coordinate System
- Computers and survey software
- Operate standard calculator to compute various mathematical equations and problems using algebraic, geometric and trigonometric calculations.
- Read and understand maps and drawings to ensure appropriate and correct interpretation of information and data.

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- Ability to produce neat, accurate and professional looking field notes, make accurate surveying calculations, work well with others, complete work assignments timely and accurately, comply with department and district policies and procedures, use and adjust precision surveying instruments
- Analyzes proposed projects and determines how to accomplish the desired results with the most efficient methods.
- The incumbent is to be alert for, and bring to the attention of the Senior Transportation Surveyor CT, methods or procedures that may reduce costs or increase the safety and efficiency of survey operations.
- Must be able to analyze electronic survey data for errors and be able to correct those errors.
- Incumbent must be familiar with project management techniques utilized to manage large engineering and surveying projects.
- Understand and follow brief written instructions and directions for the completion of assigned work tasks.
- Understand and follow complex detailed written instructions and directions for the completion of assigned work tasks.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement and/or decision could affect public welfare or result in tort liability for the Department. Inaccurate, delayed, or incomplete surveys may result in added costs due to delay charges and reconstruction.

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### PUBLIC AND INTERNAL CONTACTS

The Transportation Surveyor Party Chief CT is regularly in contact with persons outside the Surveys Branch. This would include other agencies and the Maintenance, Construction, Right-of-Way and Project Development Branches. This position also requires random, informal contact with the public.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to collect survey data over rough, uneven and steep terrain, Must be able to move 50 pounds from one location to another. Must possess the ability to stand for prolonged periods of time. Must be able to handle interpersonal conflict, be able to communicate with others effectively, promote teamwork and act with courtesy to co-workers and the public.

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### WORK ENVIRONMENT

Must be able to travel to project locations away from their home requiring overnight travel. Must be able to work overtime when needed. Must be able to work on foot near heavy traffic. Must be able to work in extreme weather conditions including wet, dusty, and dirty environments. Must be able to drive any type of vehicle, requiring a Class "C" license, in heavy freeway and highway traffic.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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