STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor Party Chief (Caltrans)	Design/ Surveys Field Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Surveyor Party Chief	907-302-3030-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 the supervision of a Senior Transportation Surveyor, incumbents perform a wide variety of tasks related to land surveying. Incumbents are assigned difficult and complex tasks and function as a supervisor of a field crew. In this role the incumbent plans, coordinates and participates in the activities and operations of various surveying and technical personnel in the field.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
70%	E	Direct and plan the field survey crew daily assignments. Plans the location, approach, and safety of the survey crew and ensure compliance with the Surveys Manual. Exercise "responsible charge" of survey work as defined in the Land Surveyor's Act. Verifies and checks project control and datums, performs calculations, records, process, adjusts, and evaluates field and record data, prepares reports and correspondence of a technical nature in support of engineering surveys, construction projects, photogrammetric surveys, right of way surveys and surveys for the Department's Legal Division. Responsible for the timely preparation, completion and filing of survey requests.
10%	E	Perform administrative duties including: Personnel performance reviews Verifies, reviews and approves timesheets, leave, and overtime usage Reviews vehicle maintenance and usage Reports any personal injuries and ensures conformance with the Caltrans Safety Manual Initiates corrective actions when necessary Evaluates probationary employees Respond to status report enquires and provide updates on progress
10%	E	Train and develop crew members to become proficient in performing tasks required of a survey crew or technical staff and to encourage them to reach their full potential.
5%	E	Acts as the primary person responsible for the proper operation, maintenance and adjustment of all survey instruments used by the survey crew, such as electronic levels, total stations, Global Positioning System (GPS) equipment, and other necessary equipment used in the setting and collecting of survey data. Maintain accurate and current equipment inventory report and provide Senior Transportation Surveyor with anticipated annual needs to minimize downtime due to equipment issues.
5%	E	Responsible for the safety and health of crew members, monitoring and tracking vehicle and equipment usage and fulfilling survey requests. Reports any misuse or abuse to the Senior Transportation Surveyor.

[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

Act as a first-line supervisor and field survey party chief. Provide administrative support and direct the work of subordinates. May act as a Project Surveyor directing the work of others such as consultant surveyors.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A Transportation Surveyor (Part Chief) must have a good working knowledge of all aspects of land surveying. This includes knowledge of mathematics and basic science as it applies to the land surveying function. The following are knowledge, abilities and analytical requirements necessary for this position:

- Properly care, maintain and operate various precise surveying instruments.
- Understand methods used in the practice of surveying as described in the Caltrans Surveys Manual.
- Understand and practice current Safety procedures as described in the Code of Safe Surveying Practices, the Caltrans Illness and Injury Prevention Program, and the Caltrans Safety Manual.
- Ability to direct the collection and operation of the departmental data collection system with regard to field collection methods, equipment, and the software applications used.
- Ability to research, verifies, analyze, process and adjust survey data.
- Ability to analyze and interpret conflicting data and form valid conclusions.
- Knowledge and ability to utilize principles of algebra, geometry and trigonometry as used in plane and geodetic surveying.
- Ability to perform difficult and complex survey calculations.
- Knowledge of the California Coordinate System.
- Knowledge and understanding of the principles of land title, with regard to boundary location and determination.
- Ability to read, write and accurately interpret legal descriptions.
- Knowledge of the State of California's responsibility to perpetuate and monument existing facilities as defined in the Land Surveyors' Act.
- Ability to interpret preliminary design requests and construction plans.
- Ability to produce neat, accurate and professional looking field notes and reports.
- Ability to analyze proposed projects and make valid decisions to accomplish the desired results in the most efficient and safe manner.
- Understand and follow brief written and verbal instructions and directions for the completion of assigned work tasks within the allotted time frame.
- Ability to work well with others, and practice principles of effective communication.
- Recognize and report any possible hazards or safety violations that may adversely affect property, employees or the general public.
- Posses a valid California Land Surveyor License.
- Posses a valid California Class "C" drivers license.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decision could affect the safety of workers, the public's welfare or result in tort liability for the Department. Inaccurate, delayed, or incomplete surveys may result in project delays, erroneously constructed facilities or translate into added costs or claims against the State of California.

PUBLIC AND INTERNAL CONTACTS

Internal contacts may be made throughout the Department at all levels and within all Divisions. External contacts may include those with other state agencies, local agencies, federal agencies, private surveyors, private citizens, consultants, and construction contractors. These contacts may be verbal or written, as needed to perform assignments. The incumbent may regularly act as a liaison between, the project engineer, the resident engineer and various survey staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical:

A Transportation Surveyor's Party Chief normal assignments are within District 7, which includes Los Angeles and Ventura Counties but can on occasions include temporary assignments statewide. Since the land surveying department delivers many different products of information, changes in work assignments are frequent and unpredictable. These

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, ability to act quickly, and ability to withstand considerable and continuing pressure. Since the physical environment is directly linked to work assignments, any or all of the following conditions may be met:

• Frequent, substantial or unexpected workload changes which can dictate rescheduling or reassigning of work as needed.
• May require some travel to remote work assignments for various lengths of time as projects dictate. Out of town assignments are described as locations outside a 50-mile radius from the District office; or regional survey offices.
• Must be able to transport survey equipment, hand tools and materials in an outdoor setting through various types of terrain as needed to complete the necessary task. Must be able to move up to 60 lbs from one location to another.
• Requires frequent bending, stooping and kneeling. Must be able to stand for prolonged periods of time.
• Ability to exercise power grasping, repetitive motion and manual dexterity when using hand tools and survey equipment such as hammers, digging bars and shovels to perform routine tasks.
• Use of a pick, digging bar, or a shovel to excavate material in order to set or recover monuments, construction stakes, pipe driving, removal of asphalt, construction of concrete monuments, and any other work necessary to recover or establish survey monuments, or perform surveys.
• Must be able to communicate effectively.
• Requires operating a motor vehicle for prolonged periods of time while traveling to, from and during work assignments.
• Overtime may be required and vacations may be restricted as departmental workload dictates.

Emotional:

• The position requires constant interaction with the survey crew members, Senior Transportation Surveyor, project and resident engineers, and others. It is important that the incumbent work with others to develop and maintain cooperative relationships, handle interpersonal conflict, and act with courtesy to co-workers and the public while maintaining a professional image.
• May be subject to interacting with emotionally upset individuals requiring the ability to handle situations such as irate public in a calm manor.
• Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even while working under adverse conditions.
• Must exercise sound judgement, and use common sense when making decisions and formulating actions.
• Open to change; adapts behavior and work methods when presented with new ideas, changing conditions or unexpected obstacles.
• Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.
• Values cultural diversity and other individual differences in the workforce.

Mental:
• Must have the ability to be multi-tasked, adapt to changes in priorities, and complete tasks or projects with short notice.
• Must be able to maintain a sustained mental alertness and concentration for prolonged periods of time while working around heavy equipment and under variable traffic conditions.

WORK ENVIRONMENT

• Assignments are outdoors in various types of terrain and weather conditions and may include, but are not limited to: exposure to: dirt, noise, and walking on uneven surfaces and/or rough terrain, working at great heights, poison oak, insect bites or stings, and chemicals
• Assignments are usually within close proximity to vehicle traffic and heavy construction equipment.
• Must be able to drive any type of vehicle requiring a California Class "C" driver license, in heavy freeway and highway traffic.

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