STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor Party Chief	District 11/Office of Land Surveys/Field Surveys Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Party Chief	911-308-3030-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 direction of a Senior Transportation Surveyor, the Transportation Surveyor Party Chief (TSPC) is the first professional qualified supervisory level requiring a valid Land Surveyor's License in the State of California or equivalent. The TSPC is assigned professional survey tasks in the Field functions of the Surveys Branch. The incumbent shall be in direct and responsible charge of the survey field crews and operations. A valid driver's license is highly desirable.

Location: This position is in the Field Surveys Branch of the District 11 Office of Land Surveys (based at the Kearny Mesa Operations Center).

After two years in this assignment, the incumbent may be rotated to another position within the same classification within the District.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Plans and organizes the work of a field survey party. Be responsible for the work methods and safety practices of the survey party. Ensures that all safety rules and procedures are followed and that all work is performed safely. Supervises and directs survey party personnel in all aspects of the performance of field surveying activities. Reviews and approves crew member decisions prior to implementation, including consideration of alternatives, whenever land surveying decisions are made which could affect the health, safety, and welfare of the public.
30%	E	Coordinates field survey activities with Caltrans construction inspectors, design engineers, and contractors. Performs complex computations in all phases of land surveying, including Topographic , Construction, Control Surveys, Record Research, and calculations to facilitate the location of major and minor freeway structures. Signs and seals documents per the Professional Land Surveyors' Act when necessary. Keeps the Resident Engineer informed of pertinent construction staking issues; accepts construction staking requests only from the Resident Engineer: keeps adequate records of State-furnished construction staking efforts (work accomplished , dates, time and resources required, survey data and re-staking).
15%	E	As a supervisor, provides active feedback to employees on performance appraisals and takes timely action on disciplinary matters. Ensures that all staff are aware of and follow the District's/ Division's Letter of Expectations (LOE), Department Policies, and Directives. Prepares annual Individual Development Plans (IDP's) for all employees, and works directly with them on training plans, career development , and equipment needs; as well as fostering a team-oriented, innovative work environment for a group that is accountable for their work. Maintains proper and timely project charging practices and provides a communication link between staff and Management.
5%	M	Researches specific project problems and issues encountered. Works cooperatively with Design, Resident Engineer and Construction Notes Unit to resolve matters.

[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

Supervises and directs a survey party of two to hour employees.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Departmental plans, standards , policies, and procedures for planning, design, right of way , and construction as they relate to survey methods, equipment, and materials used in surveying and mapping of State facilities.
- Computers, software , and state-of-the-art surveying and related equipment.
- Proper use, care, and storage of various surveying instruments.
- Methods used in the practice of precise surveying as described in the Caltrans Surveys Manual.
- Current Safety procedures as described in the Code of Safe Surveying Practices and the Caltrans Illness and Injury Prevention Program.
- Principles of effective communication and effective personnel management and supervision.

Ability to:

- Supervise the work of staff in a survey part. Plan and direct the work of a survey party.
- Recommend necessary corrections and/or revisions to construction plans, under direction of the Design and Resident Engineers , when required to meet field conditions and/or comply with policies and standards.
- Prepare clear and comprehensive reports and technical correspondence.
- Review the work of others for compliance with legal requirements, policies, and specifications.
- Effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Analytical Requirements:

Analyze situations accurately and adopt an effective course of action. All calculations, survey notes, and records developed for all types of land and engineering surveys.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment and interpretation could result in project delays resulting in cost overruns and contract change orders. The incumbent is responsible for decisions and judgments pertaining to the duties listed above and the safety of subordinate personnel. Errors in judgment could result in injury or death.

PUBLIC AND INTERNAL CONTACTS

Constant interaction between the incumbent and survey party members, regular contact with Resident Engineers, inspectors and contractor personnel, intermittent contact with Project and Design Engineers, Consultants and Right of Way personnel, and occasional contact with property owners and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires the use of heavy-duty work clothes and safety boots. Manual labor can be intense and frequent, from clearing brush in tick-infested mountains to driving survey stakes and markers with sledge hammers for hours on end. Extensive walking and transporting of stakes, supply/equipment bags and hi-tech surveying equipment is necessary. There is a constant concern that the work is being done properly and accurately - there is no room for mistakes as this is the final task that locates where the facility is to be built. The Party Chief must assure that he/she and his/her party get the work done on time to accommodate the contractor, or a claim may be forthcoming . Incumbent is required to be tolerant of working within close proximity to high-speed traffic, as well as noisy conditions associated with heavy construction.

WORK ENVIRONMENT

Nearly all work is accomplished out-of-doors in remote areas, along the traveled way of highways, in heavy construction zones, on bridge caps and piles, mountain tops, desert valleys , and on the property of private citizens. Work must be performed in all weather conditions, including the desert heat in the Summer and the mountain cold in the Winter.

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)	
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