CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT

CLASSIFICATION TITLE Transportation Surveyor Party Chief CT(Caltrans)	**DISTRICT/DIVISION/OFFICE** Central Region Surveys - Stockton
WORKING TITLE Party Chief	**POSITION NUMBER EFFECTIVE** 931-206-3030-XXX

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

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:

50% (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. Ensures that daily field survey operations are in compliance with legal requirements, policies and specifications.

20% (E) Analyzes and processes field data collected by survey crew. Checks accuracy of work using least squares and Digital Terrain Model software. Verifies accuracy of construction staking done by crew by comparing stakes set in the field against construction plans. Generate Field Survey Party Report for completed projects.

20% (E) Manages the development and training of survey crew members including on the job training, state sponsored training classes, and annual Individual Development Plan (IDP) review with crew members. Evaluates probationary employees. Initiates corrective actions when necessary. Approves and verifies crew time and project charges. Manages 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.

10% (M) Insures surveying instruments are properly maintained and functioning within manufacturer's specifications, vehicles are properly equipped and preventive maintenance is current.

SUPERVISION EXERCISED OVER OTHERS:

Supervises professional and technical field operations crew. May act in behalf of the Senior Transportation Surveyor in his or her absence.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of Fundamental surveying, mathematics, basic science as applied to surveying, land surveying, legal descriptions, principles of land title, California Coordinate System, computers and survey software and calculators.

Knowledge of departmental plans, standards, policies, and procedures for planning, design, right of way, and construction related to surveying. Principles of effective personnel management and supervision.
Must have the ability to supervise the work of surveyors; plan and direct work of a survey party. Ability to read and understand maps and drawings to ensure appropriate and correct interpretation of information and data. Must be able to analyze proposed projects and determine how to accomplish the desired results with the most efficient methods. Must be able to communicate with the Senior Transportation Surveyor CT, methods or procedures that may reduce costs or increase the safety and efficiency of survey operations. Ability to analyze electronic survey data for errors and be able to correct those errors. Must be able to prepare clear an comprehensive reports and technical correspondence; review the work of others for compliance with legal requirements, policies and specifications.

Must be able to effectively promote equal employment opportunity and maintain a work environment that is free of discrimination and harassment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement and decision making 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.

PUBLIC AND INTERNAL CONTACTS:

Regular contact with personnel outside of the Surveys Branch, other agencies, Department's Maintenance, Construction, Right or Way and Project Development branch. Random and informal contact with the public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

The incumbent 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 travel to project locations away from their home requiring overnight travel. Must be able to travel in any type of vehicle in heavy freeway and highway traffic. Must be able to work on foot near heavy traffic. Must be able to work in extreme weather and various types of terrain and environment. Must be able to take direction constructively, communicate effectively with others, promote teamwork and act with courtesy to coworkers and the public.

WORK ENVIRONMENT:

Overtime may be required. Overnight travel to project locations is required. May conduct field work assignment within close proximity to automobile traffic and heavy construction equipment. Assignments may be in various terrain, over rough, uneven and steep surfaces. May be subject to work in extreme weather conditions, including wet, dusty and dirty environment.

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 **DATE**

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

SUPERVISOR **DATE**