STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineering Technician - Field Surveys	North Region Design/Field Surveys Branch/Ukiah	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Field Survey Crew Member	927-201-3175-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 Transportation Surveyor Party Chief and guidance of a Lead Worker, incumbent serves as a member of a field survey crew performing a wide variety of nonprofessional land surveying work in a field setting. As experience progress, incumbent will be assigned more difficult work.

This position is on the Ukiah Surveys Branch of the North Region Office of Design and Surveys located in Ukiah, CA

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Assist in the research, planning and execution of assigned survey fieldwork. Utilize the Total Station Survey System, Global Positioning Systems and Digital Levels to perform assigned tasks. Assist in making determination on the most appropriate topographic points to be surveyed on design data surveys and act as an instrument person and Rod person on complex and routine construction, topographic and land net surveys. Use hand and power tools such as shovels digging bar sledgehammers and jackhammers to locate and/or set survey stakes and monuments.
30%	E	Perform simple engineering calculations related to construction staking such as slope stakes, offset staking and finish grade stakes. Determine the most appropriate location for any construction reference stake to be set; Mark stake cards or stakes (lath); document all staking performed accurately, legibly and neatly. Responsible for keeping complete, accurate, neat and well-organized documentation, such as, surveying construction notes and calculations for field crew use.
20%	E	Set out traffic signs and perform traffic control and lookout duties in accordance with Chapter 2 of the Caltrans Surveys Manual and the Caltrans Safety Manual. This includes but not limited to, setting signs, cones, flagging traffic and location of barrier vehicles.
10%	M	Assist in maintaining equipment and material inventory and determine equipment maintenance and replacement needs and any materials needed by survey crew. Communicate with property owners at field locations and redirects all inquiries to the Party Chief. Request information from other departments as directed by the Party Chief.

[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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of fundamental surveying mathematics in basic science as applied to surveying; fundamental mapping and drafting techniques; methods of precise survey measurements; use of and adjustment of precision surveying instruments; equipment and materials used in surveying including conventional and state-of-the-art equipment. Knowledge and ability to use word processing and spreadsheet software.

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Ability to perform the less complex nonprofessional field and office surveying work; make precise survey measurements; make and interpret the less difficult survey calculations; research, analyze, check, and adjust survey data; research and compile evidence and documentation for boundary determination; perform mapping and drafting; ally situations accurately and take effective action; prepare clear and concise notes and correspondence; operate precise surveying instruments (conventional and state-of-the-art); establish and maintain friendly, businesslike relations with those contacted in the course of the work; communicate effectively. Effectively organize time caring for equipment, work tools and materials; follow good work practices for vehicle maintenance and personal safety. Follow good work practices operating and maintaining all precision survey instruments used by the survey crew, such as a digital level, the Total Station instrument and its data collector, GPS receivers and all associated cabling and batteries.

Must be able to work cooperatively in a crew environment and be able to receive instruction from the Party Chief or Lead Worker on a continuous basis. Must be able to communicate clearly and effectively; speak in a correct and understandable manner to a variety of audiences.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for the accuracy and completeness of the survey work that was subject to his/her decisions. Errors and omissions in survey data could require costly returns to the job site for corrections and adversely affect project delivery. Errors in construction stakes could lead to costly changes.

PUBLIC AND INTERNAL CONTACTS

Contact with the traveling public during signing traffic control operations on the highway. Contact with property owners at field locations. Occasional contact with other departments and governmental agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent is subject to extensive walking, often traversing uneven ground, and transporting of stakes, supply/equipment bags (up to 60 pounds) and hi-tech surveying equipment is constant. Ability to bend, stoop, kneel, and stand for extended periods of time. Incumbent is required to sustained mental activity associated with common surveying tasks. Must be able to work under very dirty and noisy conditions.

WORK ENVIRONMENT

The position requires working in a field 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, mountaintops and on the property of private citizens. Incumbent can expect to work under very dirty and noisy conditions. Work will be performed in all weather conditions, including the deserts in the Summer and the mountains in the Winter. 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. Incumbent is required the use of heavy-duty work clothes and safety boots. Incumbent is required to work within very close range of high-speed traffic.

Travel to project locations away from their home requiring overnight stay is required. Must possess a valid California driver's license when operating a state owned vehicle. Overtime may be required.

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)

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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