

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Right Of Way Agent	OFFICE/BRANCH/SECTION District 05/Right of Way/Real Property	
WORKING TITLE Property Management Agent	POSITION NUMBER 929-400-4959-xxx	EFFECTIVE DATE

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; reporting to work as scheduled; 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 close supervision of the Chief Real Property Services, Central Region (a Senior Right of Way Agent), incumbent is responsible for performing real property services including management of rental properties and excess lands and verification of contract invoicing. This position may require rotation into various functional areas within Right of Way.

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Under the guidance on the lead, monitors State owned properties for highway purposes until required for construction or disposal. Assist in the evaluation of properties to determine rent or lease opportunities, negotiate and prepare lease and rental agreements in accordance with all departmental policies and procedures and the State and Federal laws, rules and regulation governing rental properties. Work closely with their supervisor, associate agents, district management, and the general public.
		Assist in the management of property inventory including yearly inspections, arrangement for required maintenance and repairs including long-term maintenance of HVAC systems, elevators and related equipment, pumps and wells on all properties under agent's jurisdiction and or assignment.
30%	E	Monitors rental collections, delinquent rents, and occupancy of tenants. Assist in processing and serving all documents related to the unlawful detainer process providing required documentation associated with the process including testifying in court in unlawful detainer cases.
25%	E	Responsible for monitoring all assigned accounts utilizing the data in the property management record systems and keep accurate records of the properties.
5%	M	Act as back-up to the real property contract managers. Assist in obtaining bid information and managing work products.

<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**

None.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

General understanding of the principles of land economics, general real estate concepts and practices, knowledge of terminology and principles employed in legal work associated with Real Property activities and current social, political, economic and scientific developments and trends related to right of way in general.

General understanding of and an ability to apply laws and regulations relating to right of way activities, assemble and

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analyze data, make mathematical computations, establish and maintain cooperative relations with individuals contracted in the course of work, ability to communicate effectively in both verbal and written form. Work with property occupants and the public, often in tense, confrontational situations, in a calm and effective manner.

Incumbent must be able to simultaneously handle a variety of transactions concurrently, adopt existing methods and procedures to new situations and creatively suggest solutions for problems where no solution presently exists.

## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could result in loss of revenue, increased costs to the state, federal sanctions and/or penalties, understatement of needs, overspending of allocations and distorted expenditures records and criticism by elected officials and the public. Errors in judgment could result in delays in obtaining contracts for goods and services required by law to maintain decent, safe and sanitary rental properties. Failure to understand and incorporate appropriate standards, requirements and policies may result in extensive time wasted, cause additional work, and could cause budget concerns. Improper performance of duties and/or failure to adhere to established policies, and procedures and guidelines could lead to adverse actions.

## PUBLIC AND INTERNAL CONTACTS

Contact with other Caltrans staff including but not limited to accounting, DPAC, headquarters, surveys; contractor's, tenants, public officials, and the public by telephone or in person.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to sit, use a keyboard, video monitor and telephone for long periods of time; to sustain mental activity needed for report writing, auditing, problem solving, analysis and reasoning; to focus on single tasks, as well as multi-tasks when necessary; to remain calm, patient, and professional when dealing with the public and internal customers, use common sense and be a positive, customer oriented service provider; to respond to changing work priorities or new information, able to adapt behavior and work methods in response to new information and changing conditions or unexpected obstacles; access all areas of the leased building and all rental properties, and may walk and/or stand for extended periods of time both inside and in the field exposing them to dust, dirt, traffic and uneven ground. Must be able to utilize a motor vehicle to perform various work assignment throughout the region, headquarters and the state. To utilize hands to finger, handle, or feel objects, tools or controls. The employee may occasionally be required to reach with the arms or hands, to move 25lbs. to 35lbs (files, boxes, laptops, projectors), bend, stoop or kneel.

## WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial lighting, however due to periodic problems with heating and air conditioning the building temperature may fluctuate. Will be required to travel for real property location work as well as training, meetings in headquarters and/or remote office locations and for retrieval of storage files exposing them to the dust, dirt, uneven ground and 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)