

**POSITION DUTY STATEMENT**

PM-094 (REV 7/2014)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION North Region Right of Way	
WORKING TITLE Redding/Eureka Regional Utility Coordinator	POSITION NUMBER 927-400-4962-xxx	EFFECTIVE DATE

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 general guidance and direction from the Assistant Right of Way Division Chief, Redding/Eureka the coordinator tracks and coordinates all Right of Way utilities and railroad effort for Redding and Eureka regional offices; serves as the single focal point for review of utility liability determination packages, advises utility relocation staff on complex liability issues, serves as the single focal point for railroad issues and advises and directs staff on railroad dealings. Incumbent has a large degree of independence in day-to-day management of the above functional area.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30%	E	Manage the Redding and Eureka utility and railroad units by reviewing and recommending for approval all utility liability determination packages submitted by the utility relocation staff, as well as all railroad packages submitted by railroad staff. This includes the aspects of review for quality control and prior rights determinations and railroad approvals which have been delegated to the Regions/Districts by headquarters. Periodically evaluate the performance of the utility and railroad functions. Make adjustments to staff's work loads to meet delivery commitments to insure timely utility relocation and railroad clearances and assure compliance with policies and procedures.
30%	E	Provide guidance and oversight to staff on utility and railroad functions, which includes, but is not limited to standardizing processes, responding to requests from headquarters Right of Way personnel, and attending functional council meetings. Communicate status of utilities and railroads to project coordinators, project managers, and others as requested. Provide technical assistance to Region staff and managers, utility owner representatives, railroad owners representatives and other people as needed to enhance staff development in the utility and railroad functions and to ensure appropriate and consistent interpretation and application of Master Agreements on complex relocations and railroad negotiations. Work with the Region field offices to assure that new or revised procedures are implemented uniformly.
15%	E	Serve as a R/W Utility and Railroad training coordinator, assist North Region management in assessing training needs and planning and developing appropriate training plans for Region staff. Coordinate with headquarters, other regional coordinators, and external training consultants to establish training classes both internal and external.
15%	E	Participate in and coordinate the preparation of utility liability packages on major and complex projects throughout the Redding and Eureka Regional offices. This involves negotiations with utility owners' claims for reimbursement and review and interpretation of property rights documents. Participate in and coordinate railroad correspondence and informational files for D1/ D2, review and recommend for approval all easements, deeds, legal descriptions rights of entry, project reports, C&M agreements, service contracts and other documentation as required for projects with railroad involvement.
5%	M	Coordinate and conduct quarterly and/or semi-annual meetings with major utility companies and railroad companies throughout Regional Districts 1 and 2 to provide advance information on upcoming projects and schedules which assists the companies in planning for their resource, equipment, and materials in order to meet our project delivery timelines.
5%		Develop and facilitate the presentation of in-house utility relocation and railroad training modules upon request of region management. Make presentations to the public and attend Project Development Teams meetings and/or Public Meetings.

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<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

Supervises staff, which includes Associates and entry-level R/W agents, and office support staff. Supervision of this unit requires exercising a large degree of independent judgment.

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of the following: Right of Way policies and procedures; Federal and State laws and guidelines applicable to the Right of Way processes; the provisions of Master Utility Agreements and the principles of prior rights which apply to liability determination. Incumbent also must have the ability to: analyze situations accurately, report findings objectively, and recommend an effective course of action; communicate effectively in writing and orally; assist in the development of guidelines and implementation of new programs; and gain confidence of and work collaboratively with other region staff and the public.

Right of Way utility relocation activities are governed by a multiplicity of State and Federal laws, rules, regulations, and policies, necessitating broad analytical knowledge, abilities and skills to assure that the applicable procedures are followed. Utility relocation plans and cost estimates must be analyzed to ensure the proposed relocations are the most economical and conform to state and federal policies on utility accommodation in highway rights of way. The tasks performed by the incumbent relating to utilities and to training are complex, detailed and varied. They involve understanding of and interpretation of budgetary allocations and expenditure forecasting. The work requires the incumbent to be innovative and creative because of the complex nature of work.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsibility and accountability for liability determination has been delegated from Headquarters to the District/Regions. The decisions regarding Caltrans financial participation in utility relocation will be the responsibility of this incumbent. Those decisions must be made in compliance with laws and regulations pertaining to Federal funding requirements and other pertinent government codes. Poor or erroneous decisions could result in overpayment to utility companies, utility owners failing to cooperate with timely relocation, delays in project construction, increased project costs, disruption of community plans, adverse impacts on statewide or local projects funding, and possibly a loss of local or Federal fund participation.

### PUBLIC AND INTERNAL CONTACTS

The incumbent works closely and regularly with all levels of personnel working on Capital project delivery in Right of Way, Project Program Management, and other divisions within the Districts, North Region and Headquarters. There is regular and extensive contact with representatives of other governmental agencies, utility owners, and the private sector.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to drive to remote locations in single duration (up to 6 hours); to hear and see for right of way functional purposes; to move 25lbs. to 35lbs (files, boxes, laptops, projectors); 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 on sensitive issues; to respond to changing work priorities; and to conduct on-site reviews; such as estimating utility involvement and estimate costs.

### WORK ENVIRONMENT

While at their base of operation, employees work in a climate-controlled office under artificial lighting, and use a keyboard, video monitor and telephone for long periods of time. Employees also will be required to travel and lodge overnight for an extended duration as often as once or twice a month.

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)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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