

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

31-6-021

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE BRANCH/SECTION District 10 Right of Way (Stockton)	
WORKING TITLE Chief Utilities	POSITION NUMBER 931-400-4962-XXXX	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 Stockton, the incumbent will manage the operation of the Right of Way Utilities Branch. Supervising Associate and Range A & B Right of Way Agents. Subject to possible rotation as a Senior Agent into various functional areas of Right of Way. The Senior Right of Way Agent will perform, as acting Right of Way Chief when required, with duties and responsibilities as follows:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)†	Job Description
30%	E	Manage the Stockton Utility Branch by reviewing and recommending for approval all utility liability determination packages submitted by the utility branch staff. This includes the aspects of review for quality control and prior rights determination, which have been delegated to the Regions/Districts by headquarters. Periodically evaluate the performance of the utility function. Make adjustments to staff's work loads to meet delivery commitments to insure timely utility relocation and assure compliance with policies and procedures.
30%	E	Provide guidance and oversight to staff on utility 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 to project coordinators, project managers, and others as requested. Provide technical assistance to Regional staff and managers, utility owner representatives, and other people as needed to enhance staff development in the utility function and to ensure appropriate and consistent interpretation and application of Master Agreements on complex relocations. Work with the Regional field offices to assure that new or revised procedures are implemented uniformly.
15%	E	Serve as a Regional R/W Utility training coordinator, assist Central Region management in assessing training needs and planning and developing appropriate training plans for Regional 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 through the Fresno office. This involves negotiations with utility owners' claims for reimbursement and review and interpretation of property rights documents.
5%	M	Coordinate and conduct quarterly and/or semi-annual meetings with major utility companies throughout the Region 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. Make presentations to the public and attend Project Development Teams meetings and/or Public Meetings.
5%	M	Provide necessary oversight in Right of Way Utilities as related to the District's Special Funded Program. Activities include the following: Provide policy and procedural direction and monitor local agencies and/or consultant's activities and products to ensure compliance with all applicable state's and federal laws and regulations. Provide readily available maps, plans, studies reports and technical data whether from Caltrans or from outside sources.

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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 RAW 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, Central 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.

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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)

SUPERVISOR (Signature)

DATE