

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

|  |   |                |
|--|---|----------------|
| CLASSIFICATION TITLE<br>Senior Transportation Surveyor | OFFICE/BRANCH/SECTION<br>District 11/Office of Land Surveys |                |
| WORKING TITLE<br>Right of Way Engineering Supervisor   | POSITION NUMBER<br>911-308-3031-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 general direction of the Supervising Transportation Surveyor, the Senior Transportation Surveyor plans, organizes, supervises and directs the land survey work of the Right of Way Engineering unit. The incumbent is responsible for the delivery of mapping, property descriptions, acquisition, ancillary documents and other products used for the acquisition and disposal of right of way property within the unit. Must be currently licensed by the State of California to practice Land Surveying.

After two years in this assignment, the incumbent may be rotated to another position within the same classification within the District.

**TYPICAL DUTIES:**

| Percentage                              |   | Job Description  |
|---|---|--|
| Essential (E)/Marginal (M) <sup>1</sup> |   |  |
| 55%                                     | E | Supervises staff performing a variety of tasks related to the acquisition and disposal of property for Right of Way and related property rights. Duties include the preparation of Right of Way Maps and Deeds used for State Highway Ownership, Acquisition and Records. Directs staff performing a variety of tasks related to the right of way engineering which involve deed retracement; calculating land areas and land title research; determining property boundaries; plotting easements and other areas of ownership; preparing Appraisal Maps, Right of Way Record Maps, Director's Deed Maps, Vacation Maps, Relinquishment Maps, Joint Use Agreement/ Consent to Common Use Agreement Maps, Freeway Lease Area Maps, Transfer of Control and Possession Maps, Federal Application Maps. Writes property descriptions and prepares other documents required for the acquisition and disposal property related to State Highway projects, Local Agency projects or the disposal of excess State right of way. |
| 20%                                     | E | Attends Strategic Team meetings and Project Development Team meetings relating to a project under his/her direction. Signs Right of Way Certifications. Acts as an expert witness in Eminent Domain proceedings.   |
| 15%                                     | E | Oversees public and private partnership projects and local agency work, and Right of Way mapping and descriptions. Interacts with various interdepartmental branch chiefs and their staff, local public agency representatives, utility company representatives and private industry consultants in matters relating to projects involving State right of way.   |
| 10%                                     | M | Participates as member of the Headquarters sponsored Right of Way Engineering Functional Council, the Right of Way Engineering Mapping Standards Team, and the Quality Assurance Quality Control Team.   |

<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**

The incumbent directly supervises professional staff working in various capacities. Staff assigned to this branch includes Transportation Surveyor and Transportation Engineering classifications.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

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## Knowledge of:

- Real property factors involved in determining ownership of property or property rights.
- Methods and terminology used in researching land titles.
- A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

## Ability to:

- Effectively supervise subordinate personnel and to analyze situations accurately and take effective actions.
- Testify in condemnation cases involving right of way acquisition for State highway projects.
- Investigate and analyze boundary data, compose and interpret legal descriptions of real property or easements.
- Communicate effectively both orally and in writing.
- Analyze documents and maps related to rights of way and land ownership.
- Analyze the complex technical aspects of Right of Way Engineering documents.
- Produce mapping to be used for the appraisal, acquisition and disposal of property for State Highways.
- Set and adhere to Caltrans goals, and objectives.
- Testify in legal cases involving the State.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for ensuring that all right of way maps, documents, descriptions, etc. under his/her control are accurate. Errors could result in additional permit project costs, possible rejection of contract bids, possible loss of revenue to the State, and/or possible incorrect billings to Federal, State, and local agencies.

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## PUBLIC AND INTERNAL CONTACTS

Requests to interpret right of way maps and ownership documents for private citizens, local agency engineers or surveyors, public and private utilities are a daily occurrence. Frequent contacts are made with other Caltrans departments such as Program/Project Management; Design; Construction; Traffic Operations; Surveys; Permits; Planning; Legal; Right of Way Appraisals, Acquisition, Excess Land, Airspace, and Local Programs; Maintenance; and occasional contact with virtually all other District Branches. The incumbent must work closely with contacts daily, in person and/or by telephone.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position will require sitting at a desk, operating a computer, attending and conducting meetings, completing tasks with specific deadlines, and occasionally assisting customers at a public counter. Incumbent will be required to handle various situations that may arise with associates and staff when dealing project deadlines, frequent revisions to the scope of work and meeting project schedules. He/she will be supervising a staff with varying levels of experience and with a variety of personalities.

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## WORK ENVIRONMENT

This position works in a climate-controlled office environment with artificial lighting, with occasional off-site meetings or visits to the field. Multi-floor buildings are equipped with elevators.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

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

\_\_\_\_\_  
SUPERVISOR (Print)

\_\_\_\_\_  
SUPERVISOR (Signature)

\_\_\_\_\_  
DATE