

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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|---|---|----------------|
| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
| Senior Transportation Surveyor, Caltrans (E-48) | Division of Right of Way and Land Surveys | |
| WORKING TITLE | POSITION NUMBER | EFFECTIVE DATE |
| Chief, Right of Way Engineering Coordination | 913-400-3031-004 | 01/01/2015 |

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 direction of the Chief, Office of Land Surveys, the incumbent provides support to the Headquarters' Division of Right of Way and Land Surveys, the District/Region Divisions of Right of Way and the District Surveys and Right of Way Engineering functions; provides consultation and technical assistance on survey matters concerning Right of Way (R/W) Engineering, and also helps to administer the Department's R/W Engineering function on a statewide basis.

TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M) ¹ | Job Description |
|------------|---|---|
| 40% | E | Acts as the primary Division of Right of Way and Land Surveys contact for District Surveys managers and supervisors on general R/W Engineering issues; provides day-to-day assistance and advice to District Surveys managers on general issues affecting the R/W Engineering function; e.g., policy, procedural, legal, technical, personnel, operational, project management; facilitates R/W Engineering Functional Council meetings; ensures technology and information exchange by conducting Surveys and R/W Engineering on-site Land Surveys Program review meetings in each district/region at least once every two years and prepares detailed meeting reports for distribution. |
| 30% | E | Provides liaison and coordination services with the Project Delivery Divisions, and HQ Legal, FHWA, local agencies; provides technical expertise and procedural guidance for all surveying matters involving R/W Engineering. Participates in quality teams and/or technical committees sponsored by others. |
| 15% | E | In-House Training: 1. Participates in planning, developing, organizing, and conducting training for Surveys and R/W Engineering personnel in activities including boundary research, property boundary retracement, property descriptions, real property law, title reports, right of way requirements, right of way acquisition and disposal mapping, etc. 2. Plans, develops, organizes, and conducts engineering map reading and deed interpretation training classes of a familiarization nature for Legal staff and Right of Way Agents. Instructs at the Right of Way Agent Academy. Also provides and presents R/W Engineering issues at the Project Engineers Academy. |
| 10% | E | Develops, establishes and maintains R/W Engineering policies and procedures and standards for implementation statewide, subject to Surveys Management Board approval. Includes updates to the R/W Engineering Manual and Plans Preparation Manual. |
| 5% | M | Miscellaneous R/W Engineering support services including: 1. Review of relinquishments and vacations prior to action by the California Transportation Commission 2. Analysis of and recommendation for the Departmental position on legislative bills pertaining to land surveying/ right of way acquisition and disposition activities. 3. Provides guidance and technical assistance to districts for right of way engineering activities connected with special funded projects. 4. Preparation of issue papers and decision documents for management consideration. |

¹ESSENTIAL 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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No direct supervision of others is required. In a lead capacity, this position leads groups of survey personnel as a technical advisor and/or project leader of committees. Incumbent is expected to develop methods appropriate and necessary to complete all assigned tasks. Review of work product will be exercised basically upon completion of work assignment. Incumbent exhibits a high degree of independence in completing assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge of land surveying and the laws pertaining to the acquisition and disposal of real property by a public agency including principles and practices of boundary determination, land title research and surveying; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of real property; the California Coordinate System; mapping laws pertaining to ownership of real property; factors which influence the impact of transportation projects on the property and basic land net; and transportation planning, design, construction and right of way procedures and policies as they relate to R/W Engineering. Must have abilities to interpret legal descriptions of real property; apply and utilize the principles of the California Coordinate System; interpret the Departmental policies and procedures and understand their application to the R/W Engineering function; provide appropriate advice regarding such policies and procedures to District R/W Engineering personnel; prepare clear and comprehensive reports and technical correspondence; review the work of others for compliance with legal requirements, policies and specification; work effectively with others as a member of an interdisciplinary team; and work independently on the development and monitoring of all phases of R/W Engineering. Must be able to effectively communicate verbally or in writing with audiences ranging from non-technical working level staff to mid- and upper level management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions, judgments or recommendations could result in failure of the Division of Right of Way and Land Surveys to carry out their assigned functions in a legal or proper manner. This could further result in ineffective procedures.

PUBLIC AND INTERNAL CONTACTS

Internal contacts may be made throughout the Department at all levels and with all divisions. External contacts may include those with the Legislative Analyst's Office, other State agencies and the FHWA.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Must value cultural diversity and other individual differences in the workforce; behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; must have the ability to resolve conflicts in a reasonable and diplomatic manner; must be able to develop and maintain cooperative working relationships. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting. May be required to travel in State; travel is not very frequent; i.e., every other 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.)

EMPLOYEE (Print)

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

| | |
|------------------------|------|
| SUPERVISOR (Signature) | DATE |
|------------------------|------|
