

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION D3/NR Div of Engineering Marysville R/W Engr unit 0377	
WORKING TITLE Right of Way Engineer	POSITION NUMBER 903-201-3029-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 direction of a Senior Transportation Surveyor, the incumbent performs a wide variety of professional land surveying work in an office setting. The incumbent is responsible for the maintenance, tracking, and updating of documents and maps that show State right of ways acquired and disposed of and the interpretation thereof. Responsible for the preparation of maps and documents needed to acquire, sell, relinquish, vacate, and monument State right-of-ways.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Maintain and update existing and new Right of Way (R/W) record maps. Input new information such as recording date for deeds, final orders of condemnation, relinquishments and vacations. Responsible for keeping maps orderly, restoring maps as necessary and updating R/W record map database as required. File all the above documents and maps including survey notes and records.
20%	E	Assist in providing and interpreting information on existing highway right of way from R/W Record Maps and provides electronic and/or hardcopy prints as requested from surveyors, engineers, private property owners, local agencies, and district personnel.
20%	E	Responsible for local project oversight pertaining to the preparation of deeds of all types, including those for new right of way acquisition as well as for disposal of State property. Research, analyze and interpret various deeds, maps, survey information, and other data in order to accurately and legally convey title.
5%	E	Prepare maps and documents for vacations and relinquishments of superseded right of ways.
5%	E	Perform quality assurance measures that insure Right of Way Engineering products meet Caltrans mapping standards and procedures, which adhere to legal requirements per the Ca. L.S. Act and Subdivision Map Act, for content and consistency.
5%	M	Participate on a survey field crew collecting routine survey data. May research existing maps and documents to develop a monument search list in preparation for field reconnaissance and monument ties. May prepare and present information to the public, other public agencies and private firms on surveys and rights of way. May occasionally be required to assist short-term on a field crew.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of fundamental surveying, mathematics, and basic science as applied to surveying; procedures, equipment, and materials used in surveying, including conventional, state-of-the-art computers and related equipment; mapping and drafting techniques; mathematics and procedures used in plane and geodetic surveying; computer applications and usage; the California Coordinate System; Code of Safe Surveying Practices; photogrammetric mapping procedures; principles and practices of boundary determination and land title research; legal descriptions of real property; methods and terminology used in searching for land titles and factors involved in determining ownership of real property; real property acquisition and mapping laws pertaining to public and private ownership of real property; the Land Surveyors' Act, Subdivision Map Act, and other statutes related to land surveying; methods, equipment, and materials used in the surveying and mapping of State facilities; monumentation of facilities; factors which influence the impact of departmental projects on property and the land net; right of way engineering projects; planning, design, construction, and right of way procedures and policies as they relate to surveys.

Ability to perform complex field and office surveying work; make precise survey measurements; interpret legal descriptions of real property; make and interpret difficult survey calculations; apply and utilize the principles of the California Coordinate System; research, analyze, check, and adjust survey data; research and compile evidence and documentation for boundary determination; assist in the planning, directing, and coordinating of work for a group of survey or right of way engineering personnel; do mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; write property descriptions; operate precise surveying instruments, both conventional and state-of-the-art; establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively both orally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decisions made have a direct bearing and reflect upon the credibility of the surveying profession as well as Caltrans. Errors or inaccuracies appearing in maps and documents are costly to correct, may result in erroneous maps and deeds being recorded, and may possibly lead to project delays and litigation.

PUBLIC AND INTERNAL CONTACTS

Contact with personnel in other departments, the public, other public agencies and private firms.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to sit for long periods at a desk using a keyboard and video display terminal. Ability to perform on occasion field reviews, so a minimum capability to drive to a site, hike around, and in general recon an area is also required. Ability to hike, carry equipment up to 30 lbs., and perform various field tasks on an all-day basis may be required.

Must be able to perform difficult and complex surveying computations with minimal supervision; be able to study and interpret various maps, deeds, and other title evidence; be able to exercise independent judgment, make recommendations, and adapt to new methods and techniques in surveying and boundary resolution. Ability to handle multiple assignments at one time.

Must be able to develop and maintain cooperative working relationships, be tactful and treat others with respect. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Occasional travel may be required.

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)

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