

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Transportation Surveyor	DISTRICT/DIVISION/OFFICE Design & Engineering Services / NR Office Surveys Marysville Right of Way Engineering	
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 improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT: Under the direction of the North Region Surveys Branch Chief, a Senior Transportation Surveyor, the incumbent is responsible for the preparation of maps and documents needed to acquire, sell, relinquish, vacate, and monument the rights of ways of State highways. Also responsible for the maintenance and updating of the documents and maps that show the rights of way that have been acquired and the interpretation of these documents. Additionally, may be responsible for processing field survey data, researching survey files, or participating as a member of a field crew, possibly as a leadworker.

TYPICAL DUTIES:**PERCENTAGE**Essential (E)/Marginal (M)¹**JOB DESCRIPTION**

- 45%(E) Prepare maps of all types, including, but not limited to, appraisal, sales, resolutions of necessity, application, right of way record, vacation, relinquishment, and excess lands. Involved with the preparation of these maps are such necessary tasks as property line resolution, and research and interpretation of deeds, title reports, and other records.
- 35%(E) Prepare deeds of all types, including those for new right of way acquisition as well as for disposal of excess lands. This effort includes researching, analyzing, and interpreting various deeds, maps, survey information, and other data in order to accurately and legally convey title.
- 10%(E) Prepare and file monumentation maps in conformance with the Land Surveyors' Act and in compliance with Caltrans' policy and procedures. This effort includes initiating survey requests for monuments to be set, reset, and referenced, and may also include filing of Corner Records.

¹ 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

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

- 5%(E) Prepare maps and documents for vacation and relinquishment of superseded rights of ways. Meet with surveyors and the general public to answer questions as to location of ownership on State highway rights of way, and perform other related duties as needed.

- 5%(M) Perform the reduction of field generated survey data. Prepare data for construction staking. Research the survey office files and provide field party chiefs with all necessary data. Participate as a member of a field crew collecting routine survey data, or laying out of predetermined points as leadworker, instrument person, or crew member. May assist on a GPS survey crew. May perform field reconnaissance as necessary.

SUPERVISION EXERCISED OVER OTHERS

Works with varied levels of oversight, but only in a lead capacity.

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; photogram metric 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 basic net; right of way engineering projects; planning, design, construction, and right of way procedures and policies as they relate to surveys.

Ability to: perform the less 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 the work of 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.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

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

Will have contact with personnel in other departments transmitting and receiving project data, and may also prepare and present information to the public on surveys and rights of way (includes other public agencies and private firms).

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Physical: This position is essentially an office position, so the ability to sit for long periods at a desk or computer is required. There may be some periods of field reviews, so a minimal capability to drive to a site, hike around, and in general recon an area is also required. The employee in this position may, in rare instances, be required to assist short-term on a field crew; in this case, the ability to hike, carry equipment up to 30 lbs., and perform various field tasks on an all-day basis may be required.

Mental: Analytical ability is a requirement. The employee must be able to perform the less 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 judgement, make recommendations, and adapt to new methods and techniques in surveying and boundary resolution.

Will have contact with personnel in other departments transmitting and receiving project data, and may also prepare and present information to the public on surveys and rights of way (includes other public agencies and private firms.)

Emotional: Since this position requires long hours working in one place; requires handling of multiple assignments at one time, and also requires frequent contacts with other departments, outside agencies, and the public in general, the person in this position must be able to withstand the emotional aspects of such requirements.

WORK ENVIRONMENT

The position is essentially in an office environment, and the person in this position will either be working in an office by themselves or with another person, or be in a partitioned (cubicle) environment. They will be interacting in close proximity to other R/W Engineers and Surveyors, Right of Way Agents, and other members of the Department. A majority of the time will be spent on a computer doing various tasks. And with many of our files and records on-site, and by having phone access to title companies and county offices, most work-related research can be done without leaving the building.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.