

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor	District 4 Right of Way Surveys/Engineering	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineer	904-403-3029	

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:

In general, the Transportation Surveyor, (Right of Way Office) works directly under a Senior Transportation Surveyor. The incumbent duties consist of preparing maps and documents for the transfer of lands to and from the State of California.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Researches State right of way records, ownership records, title reports, Parcel Map, Subdivision Map, Tract Map, Records of Survey, survey notes, vesting documents, etc., and contacts private surveyors, title companies, County Surveyors, and others to determine property ownership, ownership lines, and property rights; calculates and plots right of way lines from information provided by Project Development; lays out mapping for delineation which includes maps for every type of State property transfer; prepares transmittal of appraisal maps and prepare legal descriptions. Must be able to produce all of the aforementioned maps on CADD (primarily Civil 3D) System, after training and experience.
30%	E	Requests, reduces and plots survey notes; requests and analyzes title reports, deeds to affected property, and any available property maps; on this analysis determines, plots locations of existing property lines, and prepares a pre-construction Record of Survey if necessary under the directions of a licensed land surveyor; may review and check legal descriptions, maps, and calculations prepared by co-workers.
20%	E	Prepares right of way documents, including Deeds, Resolutions of Necessity (Condemnation), BCDC (San Francisco Bay Conservation & Development Commission) Public Guarantee, Federal Land Transfer, Transfer of Jurisdiction; may be required to prepare Relinquishment, Vacation, Director's Deed (or Easement Deed), Joint Use Agreement, Consent to Common Use Agreement, Record of Survey Map (or Monumentation Map), and Right of Way Record Map.
05%	M	Performs special assignments and provides land and right of way information to engineers, right of way agents, and others for use in statistical lists, tabulations, budget reports, project reports, plans, policies and procedures, etc.
05%	M	Briefs the first-line supervisor on the status and progress of ongoing projects.

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

This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Licensing Requirement:

Must have Land-Surveyor-in-Training (LSIT) certificate as defined within the Business and Professions Code, or a Bachelor of Science degree.

Knowledge of:

This position requires knowledge of land surveying and the laws pertaining to the acquisition and disposal of real property by a public agency, including fundamental plane surveying principles, methods, equipment, materials and safety, mapping and drafting techniques, 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; 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 Surveying and Right of Way Engineering.

Abilities to:

Must have ability to create computer plots with Civil 3D software; comprehend and analyze highway construction plans; 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 Right of Way Engineering function; provide appropriate advice regarding such policies and procedures to District Surveys and Right of way 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 Surveying and Right of Way Engineering.

Analytical Skills:

The tasks performed are detailed and varied and require the incumbent to be innovative to carry out the Surveying and Right of Way Engineering needs for the Department. Since requests vary greatly, the incumbent has the responsibility to determine what procedure will be used to best accomplish the assignment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in determination of property lines or right of way lines can result in defective acquisition documents. These may lead in turn to defects in the State's title, exposing the State to various liability claims. Inaccurate property line determination may cause the State to be discredited with title companies and local agency surveyors. Mistakes in condemnation documents can cause mistrials and greatly increase cost to the State. Mistakes in setting the right of way can also result in right of way delays during construction with the consequences of payment claims.

PUBLIC AND INTERNAL CONTACTS

Most contacts will be internal conferring with designers about right of way location detail; and with agents about appraisal maps and documents requested. May occasionally assist engineers and surveyors from other agencies and members of the public in connection with State right of way. Incumbent must possess a professional attitude and good phone manners.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. May also be required to move large or cumbersome plans and maps from one location to another. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

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WORK ENVIRONMENT

While at their base operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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