

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION District 7/ Right of Way/ R/W Engineering	
WORKING TITLE Right of Way Engineering 710 Sale Transportation Surveyor	POSITION NUMBER 907-400-3029-	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 and supervision of a Senior Transportation Surveyor in the Office of Right of Way Engineering the Right of Way Engineering 710 Sales Transportation Surveyor will work closely with the SR-710 Affordable Sales team and Caltrans Right of Way Excess Lands to prepare maps, legal descriptions, Director's Deeds, Director's Deeds maps and other survey related documents to process disposal of parcels acquired for right of way and now identified as no longer necessary for the SR-710 project.

Transportation Surveyor with a Professional Land Surveyor's license may have additional duties such as responsible charge for survey work in Right of Way Engineering as necessary.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Determine and calculate property lines and their relation to State Highway right of way lines, including calculation of distances, bearings and areas primarily for disposal of real property acquired for the SR-710 project. Prepare maps requiring such tasks as property line resolution, research and interpretation of deeds, title reports, and other land records. Incumbent is responsible for the updating and maintenance of documents and maps showing rights of way previously acquired and the interpretation of these documents.
25% E	Research, analyze and interpret deeds, maps, surveys, title reports, and any additional public records used in determining property rights and boundary lines. This effort includes researching, analyzing, and interpreting various deeds, maps, survey land net information, and other data in order to accurately determine title to be conveyed.
20% E	Prepare land descriptions, maps and related documents in response to requests for disposal of Right of Way including Director's Deeds and Director's Deeds maps.
15% M	Maintain status and records of deeds and maps prepared for reports and programs. Reply to internal and external inquiries involving Director's Deeds and Director's Deeds maps.
10% M	Support other Right of Way Engineering and members of the SR-710 Affordable Sales Team staff. Meet with surveyors and the general public to answer general questions as to location of ownership on State Highway rights of way, and perform other related duties as assigned.

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

The Transportation Surveyor is not a supervisory position. The Transportation Surveyor will be supervised by a Senior Transportation Surveyor in the Office of Right of Way Engineering. Detailed instructions and guidelines are outlined in various Headquarters and District Right of Way Manuals. Work requests will be assigned and reviewed upon completion.

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

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usage; the California Coordinate System; Code of Safe Surveying Practices; 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 disposal and mapping laws pertaining to public and private ownership of real property; the Land Surveyors' Act, and other statutes related to land surveying; methods, and materials used in the surveying and mapping of State facilities; factors which influence the impact of departmental projects on property and the land net; right of way engineering projects; and right of way procedures and policies as they relate to surveys.

Ability to perform the less complex office surveying work; interpret legal descriptions of real property; interpret difficult survey calculations; apply and utilize the principles of the California Coordinate System; research, analyze, and check survey data; research and compile evidence and documentation for boundary determination; do mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; write property descriptions; establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively both orally and in writing. Must be able to perform both 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or decisions could adversely affect surveys, land titles, legal descriptions, permit obligations and disposal of excess parcels. Inaccurate, delayed or incomplete calculations may result in added costs, delay in excess lands for disposal, disposition of parcels to be acquired, and/or highways to be relinquished or vacated.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely have contact with other Caltrans personnel, consultants, and other governmental agencies, and industry representatives to transmit or obtain relevant engineering/surveying information. These contacts will be verbal or written, as needed, to perform assignments.

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 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. 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 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. 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. Act in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at the base of operation, employees will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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)

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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)	DATE
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