STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Surveyor	Right of Way - Office of Right of Way Engineering	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Surveyor - R/W Engineering	908-400-3029-XXX	

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 supervision of a Senior Transportation Surveyor, incumbents perform a wide variety of tasks related to land surveying, generally in an office setting. As the incumbents progress in experience, they will be assigned more difficult work and may function as a lead person over the activities of various surveying and technical personnel in the office. When driving a State vehicle,incumbents must possess a valid driver's license.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Works closely with the supervisor or lead person to prepare various right-of-way engineering map products, including base maps, acquisition (right-of-way) maps, monumentation maps, exhibit maps, and resolution of necessity plats. Checks maps and deeds for errors and completeness. Assists in the review of right-of-way engineering work performed by others, for quality control and quality assurance purposes. Prepares court exhibits for use in condemnation and tort cases.
25%	E	Reads and interprets legal descriptions as they pertain to land title, in order to validate ownership. Researches and obtains public and private records used in the development of legal descriptions and right-of-way mapping products. Reviews and interprets land survey field notes and maps for the purpose of real property boundary determination.
25%	E	Prepares deeds and legal descriptions used in the acquisition, disposal, and relinquishment of real property. Corresponds with public and private agencies, and internal departments. Prepares and files written reports, transmittal forms, various lists, and correspondence related to projects. Establishes and maintains paper and electronic project files.
5%	E	Accurately reports time worked and charges in the time reporting system provided.
5%	M	Assists the supervisor in providing basic informal on-the-job training as needed.
5%	M	Temporarily acts as a lead person of an office squad in routine assignments. May confer with and provide support to field surveying personnel.
5%	M	Performs on-site review of field conditions that relate to right-of-way issues, as required.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None; however, may act as a lead person of an office squad engaged in routine assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

A Transportation Surveyor must have a good working knowledge of the fundamentals of land surveying. The following are the knowledge, abilities, and analytical requirements necessary for this position:

- Knowledge of mathematics and basic science as they apply to the land surveying function;
- Understanding of conventional and state-of-the-art mapping and drafting techniques;
- Ability to research and compile evidence and documentation for boundary determination;
- Ability to write property descriptions and prepare legal land documents and descriptions;

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• Understanding and interpretation of real property legal descriptions, terminology of and methods used in searching for land title information, and factors involved in determining the ownership of real property;
• Familiarity with and ability to apply the Professional Land Surveyors Act, Subdivision Map Act, and other real property acquisition and mapping laws pertaining to the public and private ownership of real property;
• Understanding of the methods used in the practice of precise surveying, as described in the Caltrans Surveys Manual.
• Familiarity with computer applications used in the preparation of electronic maps, legal descriptions, and correspondence relating to right-of-way projects;
• Understanding and practice of current safety procedures, as described in the Code of Safe Surveying Practices and the Caltrans Illness and Injury Prevention Program;
• Assisting with the research, verification, and adjustment of field surveying data, and as directed, making and interpreting less difficult surveying calculations;
• Applying and utilizing basic principle of trigonometry, as used in simple plane and geodetic surveying, and within the California Coordinate System;
• Basic knowledge and understanding regarding property boundary location and determination, relative to the Public Land Survey System;
• Understanding of right-of-way engineering projects, as well as planning, design, right-of-way, and construction policies and procedures relating to right-of-way engineering;
• Possession of a valid Land Surveyor-in-Training (LSIT) or equivalent certificate accepted by the California State Board of Registration for Professional Engineers, Land Surveyors and Geologists, or graduation from a four-year curriculum in Surveying, Surveying Engineering or Surveying Geomatics accredited by the Accreditation Board for Engineering Technology (ABET). Possession of a valid Engineer-in-Training (EIT) certificate accepted by the California State Board of Registration for Professional Engineers, Land Surveyors and Geologists may be used in lieu of a Land Surveyor-in-Training certificate.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

A Transportation Surveyor is responsible for assisting or leading a group of land surveying or right-of-way engineering personnel, in the research, analysis, checking,and adjustment of land surveying data. Said individual is also responsible for researching and compiling evidence and documentation for real property boundary determination and for writing and preparing legal land documents and descriptions. Additional responsibilities include mapping, drafting, analyzing situations accurately, as they relate to land surveying and real property boundary determination, and taking effective action. The effects of poor decisions relating to any of these items could translate into project delay, increased project costs, and claims against the State of California.

PUBLIC AND INTERNAL CONTACTS

Caltrans interacts with many partners and the incumbent may work with many agencies, as well as many internal departments and districts, at all levels and with all divisions. External contacts may include officials in Federal, State and Local government agencies, and the public, including private surveyors/engineers, private citizens, consultants, and contractors. These contacts may be verbal or written, as needed to perform assignments, which may include meetings, checking work, preparing progress reports, and providing information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical

• Ability to handle frequent, substantial or unexpected workload changes, which can dictate the rescheduling or reassigning of work, as needed;
• Ability to work on a keyboard using fine motor manipulation;
• Ability to sit for a long duration and perform tasks utilizing a PC;
• Ability to perform activities requiring occasional bending, stooping, lifting, and kneeling.

Mental

• Ability to be multi-tasked and adaptable to change in priorities;
• Ability to complete tasks or projects on short notice;
• Ability to maintain sustained mental alertness and concentration for prolonged periods of time, while performing assigned tasks relating to various projects;
• Ability to effectively communicate ideas, issues, and possible solutions, as they relate to a particular task or project.

Emotional

- Ability to work with others to develop and maintain cooperative relationships, as the position requires interaction with field surveying personnel, office personnel and the supervisor;
- Ability to establish and maintain friendly, business-like relations with individuals contacted in the course of the work;
- Ability to handle irate public individuals in a calm manner;
- Ability to deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even while working under adverse conditions;
- Open to change and adaptable in behavior and work methods when presented with new ideas, changing conditions or unexpected obstacles;
- Behaves in a fair and ethical manner towards others;
- Demonstrates a sense of responsibility and commitment to public service;
- Values cultural diversity and other's individual differences in the workforce.

WORK ENVIRONMENT

- While at their base of operations, employees will work in a climate-controlled office building under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate;
- Normal work assignments are within District 8, which includes San Bernardino and Riverside Counties, but on occasions may include temporary work assignments statewide;
- Most employees will work at workstations in single or shared cubicles;
- Normal work schedule consists of five 8-hour days each week. Normal work hours are 7:30 a.m. until 4:15 p.m. each day. Alternate work schedules may be required. There is a possibility of temporary work schedule changes, as projects dictate;
- Overtime may be required and vacations may be restricted, as departmental workload dictates;
- Assigned outdoor tasks may occur in various types of terrain and weather conditions, and include exposure to dirt, noise, and moving across uneven surfaces.

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