

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Transportation Surveyor	OFFICE/BRANCH/SECTION 04/RWLS/RW Engineering	
WORKING TITLE District Office Chief Right of Way Engineering	POSITION NUMBER 904-403-3032-	REVISION DATE 02/12/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of the Deputy District Director, Right of Way and Land Surveys, incumbent serves as the Office Chief for the Office Right of Way Engineering. Incumbent is responsible for providing leadership and the planning, coordination, direction, guidance and supervision of the activities of the above functions and the staff assigned thereto. Incumbent serves as the principal advisor to the Deputy District Director, Right of Way and Land Surveys in all matters relating to these functions and assures that all activities are conducted efficiently and effectively, are properly scheduled to meet the District's delivery goals and are conducted in accordance with applicable state and federal laws and regulations, the rules and regulations of the California Transportation Commission and the policies and procedure of the Department.

CORE COMPETENCIES:

As a Supervising Transportation Surveyor, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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60%	E	Incumbent is responsible and accountable for the supervising of staff to ensure effective and efficient delivery of all services and products to fulfill project delivery requirements. Incumbent will manage staff performing a wide variety of professional land surveying work, primarily in an office setting and occasionally in a field setting. The incumbent will manage staff who perform research, analysis, and adjustment of survey data; researches and compiles evidence for property boundary determination; applies the Professional Land Surveyors Act and other laws pertaining to the ownership of real property; interprets and prepares legal land documents; prepares packages for eminent domain (condemnation) actions and court exhibits; and applies computer mapping and drafting software packages, prepares various right-of-way engineering map products including base maps, acquisition (right-of-way) maps, monumentation maps, exhibit maps, relinquishment maps and resolution of necessity plats.
20%	E	Incumbent is responsible and accountable for planning, organizing, budgeting, controlling, reviewing and directing the work of assigned functional units and for advising the Deputy District Director on the full range of issues relating to the assigned functional units. Promotes safety, teamwork, collaboration, professionalism, and stewardship into the regular operations of the functional units.
10%	E	Incumbent represents the Department of Transportation, as well as the District at public and internal meetings in matters related to the assigned functional units.
5%	E	Along with the other Office Chiefs, incumbent performs duties of the hiring manager and contribute to succession planning and knowledge capture. Align with department direction and support/communicate this direction, including special assignments at the District/State level. Ensure Senior Staff understand and communicate department direction with staff. Ensure Senior staff have performance measures in place to support success of the office.
5%	M	Responsible for such other work as may be required or directed including performance of some of the duties of Deputy District Director, Right of Way and Land Surveys in his/her absence.

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

Incumbent will supervise various classifications, including but not limited to Senior Transportation Surveyors, Transportation Surveyors, Transportation Engineers, Transportation Engineering Technicians, Junior Engineering Technicians. Incumbent is responsible for providing direction and guidance, establishing work priorities and performance goals, scheduling work, reviewing progress reports and monitoring resources to produce optimum results in an efficient and effective manner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Caltrans' Mission, Vision, and Goals, and the District 4 Strategic Direction. Knowledge of all phases of surveying performed by the Department.

Knowledge of principles and techniques of personnel management and supervision.

Knowledge of the processes and methods of accomplishing terrain, geodetic control, and photogrammetric surveying and mapping, computers and precision surveying instruments (conventional and state of the art), and the process and use of real-time networks.

Knowledge of the manager's role in safety, health, equal employment, and labor relations and the processes available to meet these program objectives. Ability to judge work quality and performance.

Ability to work and collaborate with Caltrans' Districts/Divisions, regional and local transportation agencies, and other project stakeholders and the ability initiate, develop, and maintain positive working relationships.

Ability to complete project deliverables on time and within budget.

Ability to prepare technical correspondence and complete comprehensive reports; prepare articles for publication and address an audience effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

As an Office Chief, incumbent is responsible for all actions, decisions and consequences inherent in planning, organizing, directing and controlling all functions and activities of the Office. The position requires a high degree of responsibility for decisions and actions, often with minimal involvement and/or prior knowledge or concurrence from the Deputy District Director, Right of Way and Land Surveys. Typically only the most sensitive, controversial or highly technical decisions are reviewed at a higher level prior implementation. Poor decisions, judgment or recommendations could result in costly lawsuits, project delays loss of

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funding and/or federal reimbursement, increased costs, federal sanctions and/or penalties for the Department and/or local public agencies, negative reaction and criticism from local government agencies, consultants, contractors, property owners and occupants, public officials and the general public.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be required to be in contact with the private sector, outside agencies, consultants, professional societies representing the surveying, and other Divisions such as Construction, Design, and Right of Way and Land Surveys to investigate and resolve common concerns.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements include sitting for long periods of time, using a keyboard and display terminal, bending, stooping, kneeling and lifting. The potential for field inspections of properties and projects which may expose incumbent to dust, dirt, uneven ground and traffic and operation of a motor vehicle to and from various work assignment locations. Occasional overnight travel outside of the District may be required.

Mental requirements include sustained mental activity needed for the smooth flow and operation of the office, the ability to remain flexible, effectively handle ever changing work load priorities and workload fluctuations and maintain sustained, focused attention to detailed, complex assignments in a busy, stressful environment.

Emotional requirements include contact with District and Headquarters management, property owners and occupants, staff of local public agencies, contractors, consultants, public officials, co-workers and staff of other state and federal agencies, often in stressful situations.

WORK ENVIRONMENT

The incumbent will be exposed to computers, various lighting conditions - including but not limited to artificial lighting in a standard work cubicle, and may be required to stand or sit for prolonged periods. Must be able to work at a keyboard and focus on complex tasks for long periods of time. If in the field, the incumbent may be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather. Hard hat, safety vest or approved safety shirt, and eye protection must be worn at all times in the field. Occasional travel and overnight stays may be required.

This position may be eligible for tele-work. The amount of tele-work is at the discretion of the Department and based on Caltrans's current tele-work policy. While Caltrans supports tele-work, in-person attendance may be required based on operational needs. Incumbent is expected to be able to report to their worksite with minimal notification if an urgent need arises.

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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
