

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Surveyor	OFFICE/BRANCH/SECTION District 11/Division of Land Surveys/Right of Way Engineering	
WORKING TITLE Right of Way Engineering Branch-B Chief	POSITION NUMBER 911-308-3031-011	REVISION DATE 07/21/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the District Division Chief of the Division of Land Surveys, a Supervising Transportation Surveyor, the Senior Transportation Surveyor plans, organizes, supervises, and directs the work of office staff assigned to a variety of surveying related projects throughout District 11, or as needed. Acts as a liaison between Right of Way Engineering, other land surveys teams, other Caltrans Functional units, Headquarters, other public agencies, and the general public. Possession of a valid California Land Surveyor's License is required. Incumbent is the Custodian of District 11 Right of Way records and project Asbuilt records.

CORE COMPETENCIES:

As a Senior 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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35%	E	Supervises, manages, and directs land surveys staff in the Land Surveys Right of Way Engineering Office performing all aspects of project delivery; including survey data collection, construction support, boundary, determination, property acquisition support, record map preparation, legal description writing, record research, final mapping products, and required documents to meet Caltrans requirements per various State laws and codes. Prepares, reviews and affixes professional land surveyor stamp and signature to various land surveying documents such as Record of Surveys, Corner Records, State Highway Maps, appraisal maps, exhibits, legal descriptions, memorandum, analysis/research deliverables. Ensures compliance with the Caltrans Safety Manual and Code of Safe Surveying Practices. Prioritizes schedules, and assigns survey project function to staff. Reviews staff work products for accuracy, completeness, and conformance with Caltrans standards and pertinent professional or legal requirements when necessary. Monitors project resources and schedules to ensure work is performed within budget and on schedule. Supervises the division's research and response to public inquiries for including California Public Records Act (CPRA) and Freedom of Information Act (FOIA) requests. Ensures the timely updating and archival of the District's right of way records and right of way engineering project files.
20%	E	Works closely with other Land Surveys' Division senior staff providing project support and coordinates smooth exchange of staff to level workloads between Division units. Meets weekly with other Branch Chiefs to review workload and expenditures on projects. Oversees completed right of way engineering work products for use by various customers including other Land Surveys branch chiefs and ensures the smooth transfer of data. Negotiates adjustments in resource hours and temporary assignment of staff to meet peak and valleys in workload. Oversees A&E Contract task orders, reviews and approves consultant deliverables and acts as a liaison with internal customers who utilize the consultant deliverables.
20%	E	Provides Professional Land Surveyors' opinion, support, and advice to Project Management, Project Engineers, Caltrans legal and other functional branches regarding land surveying related issues, datums, procedures, legal boundaries, ownership rights, schedules, and best practices to facilitate the successful completion of projects. Monitors production and establishes standards that can be used as a basis for work, estimating norms and performance indicators. Promotes the use of new technology and ideas to increase efficiencies, including improvement of various land surveys databases and GIS systems. Promotes and maintains a safe working environment for all employees per Caltrans' Policies, Directives, and Safety Manual.
20%	E	Evaluates employee performance and behavior, prepares Probation Reports, expectations memorandums and Individual Development Plans, works with the District Discipline Manager and the Office of Discipline Services to address all issues immediately to resolve personnel matters, including Equal Employment Opportunity (EEO) issues. Supervises, hires, develops, and trains staff. Clearly communicates the organization's mission, vision, and strategic plan and strategies. Ensures that staff are familiar with the Letter of Expectations (LOE) and Department policies and directives. Provides staff the resources needed to perform their duties successfully (e.g., tools, equipment, materials, training.) Schedules work assignments, establishes priorities, and directs the work of staff, making adjustments as necessary due to changing priorities of the District and Department. Provides feedback on job performance to the employee that entails critical, constructive, and oral and written feedback through the regular monitoring of their productivity and workload. Ensures staff attend mandated training. Participates on District 11 (District) and Headquarters process improvement teams to promote best practices, innovation, and alignment with Caltrans' Mission, Vision, and Goals. May be called upon to serve as a participating member of working groups such as the Right of Way Engineering Functional Council, the Right of Way Engineering Mapping Standards Team, and Quality Assurance/Quality Control team.
5%	M	Acts as an expert witness in Eminent Domain proceedings, reviews and signs project right of way certifications and may be called upon to temporarily act for Supervising Transportation Surveyor.

<sup>1</sup>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**

The incumbent directly supervises a team of 6-8 personnel including other Professional Land Surveyors, technicians, interns, and student assistants.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: Supervision of subordinate personnel; purpose, organization, policies and procedures of the Department of Transportation and Divisions within the District; Caltrans' Project Development Process and the role of the Division of Land Surveys as it relates to project delivery, including the acquisition and disposal of real property; all phases of land surveying

**ADA Notice**

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performed by the Land Surveys Division; real property factors involved in determining ownership and rights acquired, relinquished, or transferred by Caltrans; principles and techniques of personnel management, motivation and Caltrans' progressive discipline process; principles of effective communication; both orally and in writing; leadership roles in the development of personnel and efficiencies in completing planned and unplanned work; the California Land Surveyors Act, Subdivision Map Act, and other statutes and state codes relating to the practice of land surveying; Caltrans budgeting policies, procedures and monitoring systems; Computer software systems supporting the delivery of land surveying projects including Microsoft Office, Microstation, Civil3D and other current software platforms; Caltrans plans, construction surveying, practices, and applicable standards.

Ability to: Analyze situations accurately and take effective actions; analyze boundary data, compose and interpret legal descriptions and research land titles; administer and direct the Land Surveys Office Branch in the Caltrans' Project Development process; deliver land survey products in support of Caltrans' Mission, Vision, and Goals; plan and direct the daily work of subordinate staff; write and prepare technical proposals; promote high ethical and professional standards; instill a sense of pride in completed staff work; communicate effectively with staff, internal and external customers, verbally and electronically through the preparation of technical reports and complete comprehensive proposals; provide staff with clear expectations, direction, support and feedback; ensure staff compliance with Caltrans' policies, directives, and mandatory training; review the work of staff and others for accuracy, completeness, and compliance with Caltrans' policy and professional and legal requirement; administer and lead a successful safety program and implement the Caltrans' Equal Employment Opportunity Program; foster and promote training and professional development of staff; professionally represent the Land Surveys Division as part of cross-functional teams to deliver Caltrans' projects.

Analytical Requirements: This position requires the incumbent to make sound analytical judgment pertaining to Caltrans' Project Development and the role of the Division of Land Surveys in that process. Knowledge of the legislative process, Caltrans' budget policies and procedures, and a working of the knowledge of the budget monitoring systems is beneficial.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for ensuring all staff oversight, survey requests, documents, construction staking notes, required project deliverables, research, analysis, and budgetary resources under their control are accurate. Errors could result in litigation, project delays, increased project costs, contractor claims, rejection of contract bids, possible loss of revenue to the State, and/or possible incorrect billings to Federal, State and Local partners.

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**PUBLIC AND INTERNAL CONTACTS**

Frequent daily contact is made with other Caltrans divisions such as Program/Project Management, Design, Construction, Traffic Operations, Maintenance, Permits, Planning, Legal, Right of Way, as well as other public agencies and public and private land surveyors. The incumbent must work with contacts in person, by telephone and other electronic methods. Maturity, confidence, and diplomacy are essential to maintain successful, professional relations with these contacts and partners.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The position requires sitting at a desk, operating a computer, attending and conducting meetings, completing tasks with specific deadlines, and occasionally assisting the public at a reception counter. Incumbent is required to facilitate the resolution of various situations that may arise with associates and staff, managing project deadlines, frequent revisions to the scope of work, meeting project schedules, and staff turnover. Incumbent must supervise staff with various levels of experience and skill.

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**WORK ENVIRONMENT**

While at the base of operation, the incumbent works in a climate-controlled environment under artificial light. However due to periodic issues with heating and air conditioning, the building temperature may fluctuate. Multi-floor buildings are equipped with stairs and elevators. The incumbent may be required to travel overnight to Imperial County and may also be required to travel to meetings in other parts of the State. Travel may be by automobile or commercial conveyances such as airlines or trains. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

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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