

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Surveyor	OFFICE/BRANCH/SECTION District 12/Office of Right of Way/Right of Way Engineering	
WORKING TITLE Branch Chief, R/W Engineering	POSITION NUMBER 912-400-3031-001	REVISION DATE

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

GENERAL STATEMENT:

Under general direction of the Office Chief of Right of Way (RW) & Right of Way Engineering (RWE), the Senior Transportation Surveyor supervises a group of Land Professional Surveyors and Right of Way Engineering Staff. Senior implements administrative policies and procedures. Plans, schedules, reviews and analyzes the progress in the various functions of R/W Engineering. The incumbent assumes responsibility for organizing, directing and staffing to complete programmed projects in the District. Senior Transportation Surveyor is the first line supervisor of Right of Way Engineering staff.

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. (Employee Excellence - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **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. (Employee Excellence - Integrity)
- **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. (Employee Excellence - Collaboration)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Employee Excellence - Collaboration, 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. (Prosperity - Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration, 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. (Prosperity - Equity)
- **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. (Employee Excellence - Equity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Supervise the Right of Way Engineering Branch in the implementation of projects and programs on the State Highway System within Orange County. Oversee staff responsible for determining property lines in relation to highway right of way boundaries, including calculations of distances, bearings, and areas for the acquisition and disposal of real property. Direct staff in the preparation and interpretation of deeds and legal documents related to real property transactions. Manage staff maintaining project status and engineering records for reporting and programming purposes. Supervise the review of contract plans to ensure right of way lines are accurately depicted and proposed work remains within existing and certified right of way. Oversee the review of maps and documents submitted by local agencies to ensure compliance with Caltrans and Federal Highway Administration requirements.

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20%	E	Work with internal and external stakeholders to ensure effective and efficient delivery of products and services related to Right of Way Engineering.
10%	E	Monitor project resources and schedules to ensure work is performed within budget and on schedule to meet District delivery commitments.
10%	E	Supervise staff assignments at appropriate levels to ensure timely and effective execution of deliverables as outlined in the Contract for Delivery, Annual Delivery Plan, Minor Program, and Cooperative Agreements for externally financed on-system projects.
10%	M	Participate with the Deputy District Director and other managers in strategic planning activities to carry out the Mission and Vision of the Department. Represent the district in statewide meetings that include the Right of Way Engineering Management Board meetings, as well as other statewide department efforts related to the Right of Way and Land Surveys.

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

This position directly supervises a staff of Land Surveyors, Transportation Engineering Technician and support staff as necessary.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Right of Way Engineering and Surveying Policies and Procedures relating to design and construction of transportation facilities including planning, design, right of way appraisal and acquisition. State of the art equipment and usage. Principles and techniques of human resource management and effective supervision. A supervisor's role in Equal Employment Opportunity, safety, health, and labor relations and the processes available to meet those objectives.

Ability to:

Plan, direct, and coordinate the work of staff assigned to right of way engineering projects. Review the work of others for compliance with legal requirements, policies, and specifications. Perform complex office survey and R/W Engineering work. Understand and interpret RW Maps, descriptions, and determine land titles and boundaries. Analyze situations accurately and take effective action. Prepare clear and concise reports and correspondence, communicate effectively both verbally and in writing.

Requires knowledge of analytical and problem-solving techniques, and a highly developed ability to exercise wise professional judgment in sensitive matters. Must be able to analyze highly complex and sensitive situations of technical and political natures and arrive at workable solutions, while maintaining Department and District goals, credibility and positive relationships with Headquarters, other Districts, the Federal Highway Administration, other governmental bodies, and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to properly plan, organize, and direct the team would result in failure to meet project commitments through the lack of capital, personnel, or lead-time. Such failure could result in the loss of projects to the District, State and Local Agencies, and accompanying loss of significant State, Local Agency and federal funds. If timely and accurate advice is not provided it could result in improper operational decisions or improper planning or policy decisions, any of which could adversely affect the Office Chiefs direction, and ultimately result in the loss of projects and corresponding funds to District 12.

PUBLIC AND INTERNAL CONTACTS

The position requires contact with Local Agencies, Consultants, Project Delivery Team members, Attorneys, and other stakeholders. These interaction are personal, verbal, and written and are conducted as needed to perform assignments. Frequent contact and follow-up are necessary to ensure program requirements are met at all levels. Attendance at public meetings may be required. This position also involves regular coordination with District Right of Way functional area personnel, Local government entities, County and City officials, and other public agencies. Maturity, confidence, and diplomacy are essential to maintain successful, professional relations with these contacts and partners.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Possession of a valid California Land Surveyor's license.

May be required to sit for long periods using a keyboard and video display terminal. Must possess the ability to move up to 25 lbs. (Files, boxes, laptops, projectors and cumbersome plans).

Must have the ability to sustain the mental activity needed for report writing, auditing problem solving, analysis and reasoning.

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Possess the ability to focus on single tasks, as well as multitasks when necessary.

Must be able to give oral presentations to groups of various sizes and at various levels of the Department and for public and external meetings. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

WORK ENVIRONMENT

While at their base of operations the Senior Transportation Surveyor will work in a climate-controlled office under artificial lighting when required, and may be eligible to Telework which would follow the Caltrans Telework Policy as directed by Deputy Directive Number DD-14-R4, based upon the Department's Project Delivery & Operational needs.

Will use a keyboard, video monitor, laptop and telephone, possibly for long periods. May also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme heat or cold.

Possession of a valid driver's license is required when operating a state owned or leased vehicle.

The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE