

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION Eureka/NRPD/NROS	
WORKING TITLE Project Surveyor - Right of Way Engineering	POSITION NUMBER 927-201-3029-XXX	REVISION DATE 04/08/2025

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

**GENERAL STATEMENT:**

Under the direction of a Senior Transportation Surveyor, incumbents perform a wide variety of professional land surveying work in an office setting. Position is responsible for the preparation of maps and documents needed to acquire, sell, relinquish, vacate, and monument the rights of ways of State highways. Also responsible for the maintenance and updating of the documents and maps that shows the rights of way that have been acquired and the interpretation of these documents. Additionally, position may be responsible for processing field survey data, researching survey files, or participating as a member of a field crew, possibly as a leadworker. A Transportation Surveyor, Range D, may be required to sign and seal such maps and documents and may act as a lead worker in the office. Possession of a valid Drivers License is required when operating a state owned or leased vehicle.

**CORE COMPETENCIES:**

As a 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Equity)
- **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. (Equity - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Stewardship)

**TYPICAL DUTIES:**

Percentage	Job Description
45%    E	Incumbent prepares maps of all types, including, but not limited to, appraisal, sales, resolution of necessity, application, right of way record, vacation, relinquishment, and excess lands maps utilizing CADD, Civil3D and Microstation. Included in the preparation of these maps are such necessary tasks as property line resolution, and research and interpretation of deeds, title reports, and other records, along with clear written documentation of the scope and findings of research, and of the reasoning behind resolutions and interpretations made . Applies knowledge of cadastral systems, property rights and land boundaries to help create and maintain a parcel-based land record GIS.

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25%	E	Incumbent prepares deeds and legal descriptions for acquisition of new rights or property as well as for disposal of excess lands and vacation and/or relinquishment of superseded rights of ways. This effort includes researching, analyzing, and interpreting various records, including deeds, maps, survey information, and other data in order to accurately and legally convey title.
10%	E	Prepare and file monumentation maps and Records of Survey, in conformance with the Land Surveyors' Act and in compliance with Caltrans' policy and procedures. This effort includes initiating survey requests for monuments to be set, reset, and referenced, and may also include filing of Corner Records.
5%	E	Prepare maps and documents for vacation and relinquishment of superseded rights of ways.
5%	E	Meet with surveyors and the general public to answer questions as to location of ownership on State highway rights of way, and perform other related duties as needed.
5%	E	Participates as a member of a field crew collecting routine survey data, or laying out of predetermined points as leadworker, instrument person, or crew member. May assist on a GPS survey crew. May perform field reconnaissance as necessary.
5%	M	Performs the reduction of field generated survey data. Prepares data for construction staking. Searches the survey office files and provides field party chiefs with all necessary data.

<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**

None. May act as a lead worker on specific project assignments and have responsibility for functional guidance in training and assisting less experienced employees. Works with varied levels of oversight, but generally with little or no direct supervision.

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

Ability to: perform complex field and office surveying work; make precise survey measurements; interpret legal descriptions of real property; make and interpret difficult survey calculations; apply and utilize the principles of the California Coordinate System; research, analyze, check, and adjust survey data; research and compile evidence and documentation for boundary determination; assist in the planning, directing, and coordinating the work of a group of surveys or right of way engineering personnel; do mapping and drafting; analyze situations accurately and take effective action; prepare clear and concise reports and correspondence; write property descriptions; operate precise surveying instruments, both conventional and state-of-the-art; establish and maintain friendly, business-like relations with those contacted in the course of the work; communicate effectively both orally and in writing.

Ability to work independently and without direct supervision.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The decisions made have a direct bearing and reflect upon the credibility of the North Region Office of Surveyors, and the Department. Errors or inaccuracies appearing in maps and documents are costly to correct, may result in erroneous maps and deeds being recorded, and may possibly lead to project delays and litigation.

**PUBLIC AND INTERNAL CONTACTS**

Will have contact with personnel in other departments transmitting and receiving project data, and may also prepare and present information to the public on surveys and rights of way (includes other public agencies and private firms).

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position is essentially an office position, so the ability to sit for long periods at a desk or computer is required. There may be 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. The person in this position may, in rare instances, be required to assist short-term on a field crew; in this case, the ability to hike, carry equipment up to 30 lbs., and perform various field tasks on an all-day basis may be required.

**Mental:** Analytical ability is a requirement. The employee must be able to perform 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.

Will have contact with personnel in other departments transmitting and receiving project data, and may also prepare and present information to the public on surveys and rights of way (includes other public agencies and private firms).

**Emotional:** Since this position requires long hours working in one place; requires handling of multiple assignments at one time, and also requires frequent contacts with other departments, outside agencies, and the public in general, the person in this position must be able to withstand the emotional aspects of such requirements.

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### WORK ENVIRONMENT

The position is essentially in an office environment, and the person in this position will either be working in an office by themselves or with another person, or be in a partitioned (cubicle) environment. They will be interacting in close proximity to other R/W Engineers and Surveyors, Right of Way Agents, and other members of the Department. A majority of the time will be spent on a computer doing various tasks and with many of our files and records on-site, and by having phone access to title companies and county offices, most work-related research can be done without leaving the building.

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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE