

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION NROS - Right of Way Engineering	
WORKING TITLE Right of Way Engineer - Public Counter	POSITION NUMBER 903-201-3029-XXX	REVISION DATE

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, the incumbent performs a wide variety of professional land surveying work, primarily in an office setting and occasionally in a field setting. The incumbent will be responsible for the maintenance, tracking, and updating of documents and maps that show State right of ways acquired and disposed of and the interpretation thereof. The incumbent will also be responsible for overseeing the preparation of maps and documents needed to acquire, sell, relinquish, vacate, and monument State right of ways. Training will be available.

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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Collaboration, Innovation, Integrity, People First)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Pride, Stewardship)
- Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Prosperity, Employee Excellence - Innovation, 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. (Equity - Collaboration, Equity, Integrity, People First)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Collaboration, Equity, Innovation, People First)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Climate Action - Equity, Pride, Stewardship)
- 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 - Equity, People First, Pride)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Innovation, Integrity)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Climate Action - Equity, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Updates and maintains existing and new R/W record maps by entering new information such as recording date for deeds, final orders of condemnation, relinquishments and vacations. Responsible for keeping maps orderly, restoring maps as necessary and updating R/W record map database as required. Files all the above documents and maps including survey notes and records.
20%	E	Provides assistance by providing and interpreting information on existing highway right of way from R/W Record Maps and provides electronic and/or hardcopy prints as requested from surveyors, engineers, private property owners, local agencies, and district personnel.

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20%	E	Local project oversight pertaining to the preparation of deeds of all types, including those for new right of way acquisition as well as for disposal of State property. This effort includes researching, analyzing, and interpreting various deeds, maps, survey information, and other data in order to accurately and legally convey title.
5%	E	Performs quality assurance measures that insure Right of Way Engineering products meet Caltrans mapping standards and procedures which adhere to legal requirements per the Ca. L.S. Act and Subdivision Map Act, for content and consistency.
5%	E	Assists the supervisor in providing basic informal on-the-job training as needed.
5%	M	Participate on a survey field crew collecting routine survey data. May research existing maps and documents to develop a monument search list in preparation for field reconnaissance and monument ties. Performs on-site review of field conditions that relate to right-of-way issues.

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

None; however, may act as a lead person of an office squad engaged in routine assignments. May assist the supervisor or lead worker in providing on-the-job training on a limited basis as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have strong 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;
- 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 and Land Surveyors 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 and Land Surveyors may be used in lieu of a Land Surveyor-in-Training certificate.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for assisting a group of land surveying or right-of-way engineering personnel in the research, analysis, checking, and adjustment of land surveying data. The incumbent 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

Will have contact with the public and personnel in other departments on a daily basis, transmitting and receiving project data, and

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may also prepare and present information to the public on surveys and rights of way (includes other public agencies and private firms).

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 personal computer;
- Ability to perform activities requiring occasional bending, stooping, lifting, and kneeling.

Mental

- Ability to multi-task 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;
 - Be open to change and adaptable in behavior and work methods when presented with new ideas, changing conditions, or unexpected obstacles;
 - Behave in a fair and ethical manner toward others;
 - Demonstrate a sense of responsibility and commitment to public service;
 - Value cultural diversity and individual differences in the workforce.
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WORK ENVIRONMENT

While at the base of operations, will work in a climate-controlled office building under artificial light.

- Normal work assignments are within District 3 but on occasion may include field work outdoors or temporary work assignments statewide.
- Will work at workstations in single or shared cubicles.
- Normal work schedule consists of five 8-hour days each week. 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, traffic, and moving across uneven surfaces.

ADA Notice

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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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