

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Surveyor - Specialist	OFFICE/BRANCH/SECTION District 7/Right of Way/Right of Way Engineering	
WORKING TITLE Right of Way Engineering Project Coordinator	POSITION NUMBER 907-400-3031-004	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 general direction of a Supervising Transportation Surveyor, the Right of Way Engineering Office Transportation Surveyor is responsible for tracking and coordinating with a group of professional staff, including land surveyors, engaged in all phases of right of way engineering activities. Incumbent will act as liaison between Right of Way, Surveys, Project Development and other District Functional units, other Districts, Headquarters, public agencies and/or individuals. Incumbent must possess a valid Professional California Land Surveyor License or authorized to practice Land Surveying in the State of California in accordance with Land Surveyor's Act. When driving a State vehicle, incumbent must possess a valid driver's license.

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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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30%	E	Project Coordinator works with a unit of professional and non-professional surveying staff engaged in various right of way engineering and surveying activities including, but not limited to preparation of right of way engineering products such as appraisal maps, right of way record maps, resolution of necessity legals and plats, excess land deeds and plats. Maintains status of projects and all Right of Way Engineering deliverables for project delivery. Incumbent advises staff on complex survey problems associated with design surveys, land net surveys, control surveys, GPS, construction surveys, photogrammetric surveys, geographic information systems, records management and oversight of consultant surveys; attends project meetings
25%	E	Provides oversight and advice on Local Project delivery where Local Agencies are the lead agency. tracks and maintains a record of oversight projects. Collaborates and coordinates work with other Divisions, Headquarters and Local Agencies.
25%	E	Incumbent will be a Task Manager for work assigned to AE contracts necessary to deliver projects. Manages, tracks and reports status of assigned tasks. Communicates to all stakeholders, including management, on status of project delivery. Communicates with internal and external partners both public and private.
15%	E	Collaborates with Right of Way Project Coordination group to plan schedules for Right of Way Engineering deliverables. Performs analysis to establish Work Estimating Norms (WEN) for cost estimates.
5%	E	Works staff that provide support to Claims; Tort cases; Quiet Title Actions; and condemnation cases (Resolution of Necessity and associated plat preparation); Review exhibits and survey packages for court cases; prepare for and testify in depositions and potential courtroom settings; Assist Caltrans Attorneys with survey data, right of way records, photos and pertinent information.

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

The Right of Way Engineering Project Coordinator does not supervise but may provide guidance and advisee to professional and non-professional survey staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should have knowledge of:

- Right of Way Engineering, Surveys, Construction and Design Policies and Procedures.
- Land Surveyor's Act, Subdivision Map Act, Public Resources Code, Streets and Highways Code, Civil Code, Code of Civil Procedure or any law related to work.
- Principles of boundary control, legal principles, evidence and procedures for boundary location. Rules and Regulations of the Board of Registration for Engineers and Land Surveyors.
- Effective communication techniques and supervision skills.
- Team building and motivational techniques.
- Understands senior's role in safety, health, labor relations, Equal Opportunity Program, and general supervisory responsibilities.

The incumbent should have the ability to:

advise staff engaged in various office surveying activities such as design surveys, land net surveys, right of way engineering, construction surveys, photogrammetric surveys, geographic information systems, records management, GIS mapping and oversight of AE contracts deliverables.

- Effectively schedule resources to meet the department's needs.
- Provide leadership and motivates staff.
- Negotiate the best possible outcome.
- Communicate effectively
- Effectively integrate new technology and procedures into the surveying program.
- Learn and utilize new and various software applications for managing resources and projects.

The incumbent should demonstrate the following analytical requirements:

- Analyze project schedules to ensure timely delivery of survey data in order to meet the department's program.
- Analyze staffing and equipment needs and plan accordingly.
- Analyze and advise staff on complex surveying problems.
- Identify issues and solve problems. Implement improvements and innovations.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to properly duties could result in project delays, increased project costs, waste of public resources, injury to staff and/or the traveling public or expose the Departments to liability. Improper schedules or insufficient resources may result in errors establishing property lines or right of way lines which may cause defective acquisition documents and create Title defects, that may result in costly remedies. Errors in property line determination may cause the State to be discredited with title companies and local agency surveyors and engineers. Errors in condemnation documents can cause court delays and/or additional Legal work to cure. Mistakes in establishment of the right of way lines can also result in construction delay claims from contractors.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts with many internal and external partners. Internal partners may vary depending on scope and complexity of projects. Incumbent may work with many internal divisions/departments and districts, as well as staff at all levels. External contacts may include officials in Federal, State and local government agencies, members of the community, including private surveyors/engineers, consultants, and contractors. T

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Incumbent may be required to sit for long periods of time; focus for long periods of time; use a video display terminal and keyboard; manual dexterity.

Mental: Must have ability to prioritize tasks and adapt to changes in priorities as necessary. Incumbent must be able to concentrate in order to review and create documents and meet deadlines. Create a positive work environment that encourages creative thinking, innovation and accountability. Foster an environment of trust and empowers others to make decisions and choose best way to complete tasks. Ensure staff has the tools and support needed to complete tasks. Willing to take informed risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Emotional: Manage stress, focus, and intensity in order to maintain a stable demeanor. Maintain a positive attitude. Must be able to develop and maintain cooperative working relationships. Considering staff emotional needs and be respectful at all times. Be tactful and diplomatic. Be fair and ethical manner towards others. Demonstrate a sense of responsibility and commitment to public service. Values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The incumbent typically works in an climate-controlled office setting with artificial lighting and/or natural lighting. Above duties require the use of a desktop or laptop computer for extended periods. Duties may require the incumbent to sit for extended periods of time for the performance of the above duties. Duties may also require the incumbent to visit project sites and traverse extended distances over uneven terrain under various weather conditions. The incumbent is also required to travel overnight to meetings throughout to other parts of the State. Travel may be by automobile or commercial conveyances such as airlines or trains. Incumbent may Telework from remote location per Department Telework Guidelines.

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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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