

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Right of Way Agent	OFFICE/BRANCH/SECTION Division of Right of Way/District 07/Los Angeles	
WORKING TITLE Senior Right of Way Agent: Demolition & Clearance	POSITION NUMBER 907-400-4962-XXX	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of the Regional Right of Way Manager, Right of Way Project Delivery, a Supervising R/W Agent, the incumbent is responsible for supervising, directing, and planning the work of a staff of R/W Agents and Support Staff responsible for the Clearance & Demolition section. As travel may be required in this position, a valid Driver's License is required.

CORE COMPETENCIES:

As a Senior Right of Way Agent, 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. (Cultivate Excellence - Engagement, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement, 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. (Cultivate Excellence - Engagement, 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. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Cultivate Excellence - Engagement, Integrity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **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. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Responsible for the orderly clearance of property with minimum detrimental to the community. Prepare and approve the Improvement Disposal Authorization to dispose of State-owned improvements or personal property. Create and maintain separate Clearance file on each parcel requiring clearance or demolition. Assume the role of Caltrans Contract Manager (CCM) for all Clearance and Demolition contracts. Perform property management function on subject property until the property turned over to Construction. Coordinate Demolition & Clearance activities regarding DPAC contract negotiations to demolish State-owned properties expeditiously.

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30%	E	Directs staff regarding demolition needs and prepares demolition & clearance plans for the District Project Delivery Teams. Advise and update the district management of demolition & clearance plans. Responsible for approving or recommending approval of work products within delegated authority. Issue the ROW clearance document for the Project Certification. Guarantee that property management and demolition and clearance operation comply with the Caltrans Stormwater Management Program. Maintain communication with the District NPDES unit as essential for compliance with NPDES Statewide Stormwater Permit. Monitor staff training per Statewide policy. Assign and manage all staff work.
20%	E	Coordinates the solicitations for demolition and hazardous material survey contractor bids, the preparation of demolition and hazardous contracts, the monitoring of hazardous surveys & subsequent improvement removal and the timely approval of invoices for payment from contractors. Monitor and review for completeness and accuracy all requests for Demolition. Activities include, but not limited to, contract requests, contract follow-up, contract execution and placement.
10%	E	Receive and manage all State as Leases requests to rent or lease properties or facilities for state highway purposes. Coordinate with the Relocation Assistance Program (RAP) Unit when RAP-eligible tenants vacate state-owned property.

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 unit of Associate R/W Agents, R/W Agents and support staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability to reason logically and creatively and use a variety of techniques to productively resolve problems relating to Demolition & Clearance functions; present ideas and information effectively, write/review, create and edit complex contract specifications; establish demolition priorities, and maintains schedules. Requires a thorough knowledge of State and Federal laws, South Coast Air Quality Management District rules and regulations, California contractor laws and disposal of State-owned structures. The ability to resolve complex contractual problems and settle contractor disputes. General knowledge of policies, procedures, and functions of the California Transportation Commission, and the Department of Transportation. Must be skilled in communications, both written and oral. Must be able to read design plans and right of way maps in order to check the accuracy of deeds and other descriptive documents. Must be able to analyze specific acquisition situations and prepare contracts to fit the situation.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decisions regarding demolition & clearance of real property through negotiated contracts could adversely affect program performance. Error in judgment with regard to the maintenance of demolition project scheduling will cause undue project delays. This in turn could stifle the receipt of Federal reimbursement and negatively effect future funding. The success of the Demolition & Clearance function is dependent upon the decisions and recommendation of the Senior R/W Agent and a wrong decision can adversely affect the delivery of a sufficient number of parcels. Inappropriate action regarding the above could cause project failure and result in stiff fines from the EPA, SCAQMD and local housing agencies. Negative media attention and diminished business relationships with external agencies may result as well.

The Senior Right of Way agent is required to work independently with minimal guidance from his/her supervisor. The Senior Right of Way agent, under direction of the supervisor, is responsible for advising management on issues that are sensitive in nature. Failure to provide proper advice to management could result in inappropriate action(s) being taken against an employee, financial liability and/or discredit to the department. The Senior Right of Way agent must research existing policies and rules prior to making any recommendation(s) on how to handle any specific issue.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the Division of Right of Way's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

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PUBLIC AND INTERNAL CONTACTS

This position requires daily contact with Headquarters Department of Procurement & Contracts, District Right of Way functional area personnel, Headquarters Right of Way Division, Licensed California contractors & consultants, local government entities, County and City officials, South Coast Air Quality Management District, Department of Toxic Substances Control, Cal-EPA, EPA, Cal-OSHA and other public agencies. These contacts will be verbal or written, as needed, to perform assignments. Frequent contacts and close liaison is needed to assure program requirements are being met at all levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and video display terminal. Possess the ability to move up to 35lbs. (Files, boxes, laptops, projectors and cumbersome plans).

The employee must have the ability to conduct on-site interviews: i.e., daily reports, worker counts and measuring structures. Must be able to drive to remote locations in single duration (up to 6 hours). Must be able to evaluate properties for R/W demolition & clearance purposes, etc.

The employee must have the ability to sustain the mental activity needed for report writing, auditing, problem solving, analysis and reasoning. Possess the ability to focus on single tasks, as well as multi-tasks when necessary. Must be able to give oral presentations to gathering of various sizes and at various levels of the Department. Must be composed and articulate in meetings and in telephone conversations. Must be able to respond to changing work priorities.

WORK ENVIRONMENT

Primary work area (Headquartered location) will be within the District Office located in downtown Los Angeles. While at their base of operations, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperatures may fluctuate.

Employees may be required to travel outside of their workstation to perform general tasks such as meetings with property owners, property inspections, or other property related purposes.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel 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

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