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CLASSIFICATION TITLE Transportation Surveyor	OFFICE/BRANCH/SECTION NRPD / Redding Office / Right of Way Engineering	
WORKING TITLE Right of Way Engineer	POSITION NUMBER 928-201-3029-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

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 performs research, analysis, and adjustment of survey data; researches and compiles evidence for property boundary determination; applies the Professional Land Surveyors Act and other laws pertaining to the ownership of real property; interprets and prepares legal land documents; prepares packages for eminent domain (condemnation) actions and court exhibits; and understands and applies computer mapping and drafting software packages.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Engagement)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Engagement)
- **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. (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. (Cultivate Excellence - 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)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Works closely with the supervisor or lead person to prepare various right-of-way engineering map products including base maps, acquisition (right-of-way) maps, monumentation maps, exhibit maps, and resolution of necessity plats. Checks maps and deeds for errors and completeness. Assists in the review of right-of-way engineering work performed by others for quality control and quality assurance purposes. Prepares court exhibits for use in condemnation and tort cases.

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30%	E	Reads and interprets legal descriptions as they pertain to land title in order to validate ownership. Researches and obtains public and private records used in the development of legal descriptions and right-of-way mapping products. Reviews and interprets land survey field notes and maps for the purpose of real property boundary determination.
30%	E	Prepares deeds and legal descriptions used in the acquisition, disposal, and relinquishment of real property. Corresponds with public and private agencies and internal departments. Prepares and files written reports, transmittal forms, various lists, and correspondence related to projects. Establishes and maintains paper and electronic project files.
5%	M	Accurately reports time worked and charges in the time reporting system provided. Assists the supervisor in providing basic information on-the-job training as needed. May temporarily act as a lead person of an office squad in routine assignments.
5%	M	Confers with and provides support to field surveying personnel. 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.

ADA Notice

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PUBLIC AND INTERNAL CONTACTS

Caltrans interacts with many partners, and the incumbent may work with many agencies, as well as many internal departments and districts, at all levels and with all divisions. External contacts may include officials in Federal, State, and Local government agencies, and the public including private surveyors/engineers, private citizens, consultants, and contractors. These contacts may be verbal or written as needed to perform assignments which may include meetings, checking work, preparing progress reports, and providing information.

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.

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 2 but on occasion may include field work outdoors or temporary work assignments statewide;
- Will work at workstations in single or shared cubicles, telework from home, or combination of both;
- Normal work schedule consists of five 8-hour days each week. Normal work hours are 7:00 a.m. until 4:00 p.m. each day. 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.

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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.)

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