

RIGHT OF WAY DIVISION AGENT

DESCRIPTION OF WORK:

This is supervisory and coordinative work in the acquisition of highway rights of way. Employees are responsible for negotiation activities within a Highway Division. They also have limited and coordinative responsibilities relative to utility relocation, municipal agreements, and relocation and property management. They determine work priorities and assign and review the work of other agents and may personally negotiate the difficult and unusual claims. Work is guided by federal and state laws and departmental policies and procedures, and is performed under general supervision. Work is reviewed in progress and upon completion for accuracy and conformance to statutes and established procedures.

EXAMPLES OF DUTIES PERFORMED:

Makes estimates of right of way costs to assist engineers in selection of routes.
Assigns projects, reviews frequently to determine that progress is being made according to schedule, and takes action necessary to meet construction deadlines.
Informs subordinates of changes in policies and procedures, and reviews instruments of property conveyance prior to submission of claims.
Provides local assistance in the relocation and adjustment of utilities, clearance of right of way, and rental and disposal of surplus property.
Assists municipalities in securing right of way when projects are financed through municipal agreements.
Investigates and adjusts property damage claims resulting from maintenance and construction operations.
Acquires local material sites, storage areas, haul roads and various other materials and properties needed for highway construction and maintenance.
Assists the Attorney General's office with information in preparation for prosecution of condemnation cases; and, if necessary, serves as witness.
Maintains contact with local government and utilities officials, other local groups, other Department of Transportation employees, and the public in order to coordinate work, respond to requests for information and complaints, and represents the Right of Way Branch in their assigned Highway Division.
Keeps posted on general property values, land use trends, urban development and other growth factors in area.
Performs related duties as required.

RECRUITMENT STANDARDS:

Knowledge, Skills and Abilities

Considerable knowledge of federal and state highway policies and procedures pertaining to right of way acquisition, removal of conflicts, and federal participation in right of way costs; of State laws pertaining to real estate conveyance, easements, contracts, and eminent domain; and of techniques and methods of relocating conflicting utilities.

General knowledge of various appraisal methods.

Skill in understanding highway plans, construction methods, and making accurate estimates of project right of way costs.

Ability to train, supervise and coordinate the work of others, and establish and maintain effective working relationships with other employees and the general public.

Minimum Education and Experience

Graduation from a four-year college or university and four years of experience in right of way work or real estate appraisal work, including three years of right of way work; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.