

## **RIGHT OF WAY AGENT SUPERVISOR I**

### DESCRIPTION OF WORK:

This is supervisor work in the acquisition of highway right of way.

Employees function as area supervisors responsible for a particular phase of highway right of way acquisition within a geographical area of the state, or as an assistant to a higher-level supervisor. Employees determine work priorities, assign and review work and resolve conflicts prior to the award of construction contracts. Work is guided by federal and state laws and departmental policies and procedures, and is performed under the general supervision of a higher-level Right of Way Supervisor. Work is reviewed in progress and upon completion for accuracy and conformance to statutes and established procedures.

### EXAMPLES OF DUTIES PERFORMED:

Trains, instructs, and informs subordinates of changes in policies and procedures, and reviews work for accuracy and to assure schedules will be met.

Reviews plans, estimates, and reimbursement agreements from owners of utilities, railroads and other conflicts which must be removed or altered prior to construction. Supervises the program providing relocation assistance to persons and businesses displaced by certain projects within assigned area, and actively participates in the resolution of problem relocation cases.

Participates in public hearings when a potential project would cause persons to be displaced.

Maintains records and prepares numerous reports.

Performs related duties as required.

### RECRUITMENT STANDARDS:

#### Knowledges, 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; considerable knowledge of state laws pertaining to real estate conveyances, easements, contracts, and eminent domain; and considerable knowledge 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.

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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 high school graduation and eight years of experience in right of way or real estate appraisal work, including three years in 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.