

Class Concept

This is supervisory and coordinative work in the acquisition of highway rights of way. Employees serve as area coordinators in the Negotiating Unit. Work includes the responsibility for monitoring progress of projects and resolving major problems so construction schedules are met, and the responsibility for coordinating right of way activities with other phases of highway construction. Work is guided by federal and state laws and departmental policies and procedures, and is performed under the general supervision of a Real Property Supervisor II.

Positions in this classification make estimates of right of way costs to assist engineers in selection of one of several routes under consideration; make field inspections, check plans and advise engineers as to alignment and grade changes that would reduce right of way costs; and determine need for service road study on access-controlled projects. Make frequent visits to right of way field offices to recommend corrective measures if progress of project is not satisfactory; assist in negotiations if condemnation appears imminent; and recommend or approve administrative adjustments and additional appraisals as appropriate. Establish monetary consideration to be placed in escrow due to declaration of taking on Secondary Road Projects. Train and evaluate employees. Attend and participate in public hearings held prior to highway construction.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of federal and state highway policies and procedures relative to right of way acquisition and removal of construction conflicts; and of state laws pertaining to real estate conveyances, easements, contracts, and eminent domain.
- General knowledge of various appraisal methods.
- Skill in understanding highway plans, construction methods; and making accurate estimates of right of way costs.
- Ability to supervise and coordinate the work of others, and to establish and maintain effective working relationships with other employees and the public.

Minimum Education and Experience

Bachelor's degree in Business, Economics, Real Estate or related field (i.e., Civil or Structural Engineering, Architecture) from an appropriately accredited institution and five years of experience in right of way or appraisal work, including three years of right of way work; or an equivalent combination of education and experience.