

Class Concept

This is supervisory and coordinative work in the acquisition and clearance of highway rights of way. Positions may supervise Real Property Agents in the Right-of-way central office or in the Highway Divisions. Positions handle negotiation and/or relocation and property management activities. Work includes the responsibility for monitoring progress on projects and resolving major problems so that construction schedules are met, and the responsibility for coordinating right-of-way activities with other phases of highway construction. Positions determine work priorities and assign and review the work of Real Property Agents and may personally negotiate the difficult and unusual claims. Work is performed under the general supervision of a higher-level supervisor.

Positions in this classification make estimates of right-of-way costs to assist engineers in selection of routes and prepare acquisition schedules, establishing completion dates for all phases of the work prior to the letting of a construction contract. Positions assign projects, review frequently to determine that progress is being made according to schedule and take action necessary to meet construction deadlines. Positions also write and interpret policies and procedures to be followed in the acquisition of rights of way and clearance of contracts prior to construction and inform subordinates of changes in policies and procedures, and review instruments of property conveyance prior to submission of claims. Positions provide local assistance in the relocation and adjustment of utilities, clearance of right-of-way, and rental and disposal of surplus property. They assist municipalities in securing right-of-way when projects are financed through municipal agreements and investigate and adjust property damage claims resulting from maintenance and construction operations. Work also includes acquiring local material sites, storage areas, haul roads and various other materials and properties needed for highway construction and maintenance. Positions assist the Attorney General's office with information in preparation for prosecution of condemnation cases; and, if necessary, serve as witness. Positions maintain 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 represent the Right-of-Way Branch in their assigned Highway Division. Positions maintain current knowledge on general property values, land use trends, urban development, and other growth factors in area.

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; 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 project 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 from an appropriately accredited institution and four years of experience in right-of-way or real estate appraisal work, including three years of right-of-way work; or

High school or General Educational Development (GED) diploma 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.