

RIGHT OF WAY AGENT V

GRADE: 15

GENERAL DESCRIPTION

Performs advanced (senior-level) land acquisition work; Work involves overseeing acquisitions and disposition of land; May plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the preparation, processing, maintenance, and auditing of contracts, plans, specifications, and billing requests

Oversees the disposal of surplus real property, acquisition of building sites, and maintenance of records

Oversees the review and analysis of legal or technical documents

Develops and interprets policies and procedures, and ensures compliance with applicable state and federal laws

Coordinates work activities between state and federal agencies, utility and title companies, and other entities having an interest in the property

Monitors the removal, adjustment, or relocation of utilities

Researches problems and coordinates solutions

May plan, assign, and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Over seven (7) years of experience in land acquisition work; Graduate from an accredited four-year college or university with major course work in real estate, business administration, accounting, or a related field is generally preferred. Two (2) years experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Experience to Right of Way (ROW)

Familiar with TxDot right of way manual

Knowledge of federal guidelines regarding ROW

Knowledge of right-of-way negotiations, relocations, appraisals, acquisitions, and utility industry rules, regulations, and adjustment procedures

Knowledge of real estate laws, methods, principles, procedures, and terminology; and of zoning, appraisal, ownership, transfer, and lease of real property

Ability to research problems, understand legal terminology, negotiate and coordinate solutions, and to plan, assign, and/or supervise the work of others, and audit contracts

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

