Right of Way Agent

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
RIGHT OF WAY AGENT I	2082	B16	$40,918 - $61,130
RIGHT OF WAY AGENT II	2084	B18	$45,521 - $71,055
RIGHT OF WAY AGENT III	2086	B20	$51,158 - $81,351
RIGHT OF WAY AGENT IV	2088	B22	$57,614 - $93,138
RIGHT OF WAY AGENT V	2090	B24	$65,104 - $106,634
RIGHT OF WAY AGENT VI	2091	B26	$76,530 - $129,430

GENERAL DESCRIPTION

Performs land acquisition or disposition, real estate, or utility coordination work involving performing right-of-way activities and ensuring compliance with state and federal laws regulating highway, rail, or airport construction, improvement, or disposal of right-of-way assets.

EXAMPLES OF WORK PERFORMED

Negotiates and explains the acquisition, lease, disposal, and relocation processes.

Implements and interprets departmental policies and procedures concerning the acquisition or disposition of land or utility coordination.

Ensures compliance with applicable state and federal laws and guidelines as they relate to right-of-way activities.

Prepares, processes, and maintains records, documents, resource materials, and files.

Prepares progress reports and special reports.

Reviews real estate, legal, and technical documents including utility adjustment plans and cost estimates, property descriptions, appraisals, titles and deeds, maps, surveys, field notes, relocation agreements, and supporting materials. Makes recommendations based on reviews.

Reviews and processes acquisition, lease, disposal, or relocation payment requests submitted by utility companies, counties, and cities.

Determines the ratio or percentage of adjustments eligible for state reimbursement based on property interests.

Monitors the removal, adjustment, or relocation of utilities

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level VI may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between entry and journey levels include the level of independence in performing the work, the complexity of the work, and may include the years of related experience, education, and certifications. Employees at the entry and journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

RIGHT OF WAY AGENT I: Performs entry-level to routine (journey-level) land acquisition or disposition, real estate, or utility coordination work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine work following standard procedures.

RIGHT OF WAY AGENT II: Performs complex (journey-level) land acquisition or disposition, real estate, or utility coordination work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous levels and may routinely assist other staff in performing job duties of greater complexity. Employees at this level may:

- Review final plans, specifications, adjustments, and billings submitted by utility companies to ensure compliance with laws, policies, and regulations.
- Review purchase agreements and contracts.
- Review requests for the leasing or disposal of surplus real property and/or other asset-related matters.
- Audit, determine eligibility, and approve payment requests.

***Note**: A senior-level employee (levels III-VI) may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will typically be found at levels V and VI, depending on the structure and size of the supervised workgroup. Senior-level employees may perform the full range of work identified in the preceding levels and/or may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size and complexity of land acquisition, disposition, real estate, or utility work, and the employee's related experience, education, and certifications.*

RIGHT OF WAY AGENT III: Performs highly complex (senior-level) land acquisition or disposition, real estate, or utility coordination work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate the acquisition, leasing, disposal, abandonment, and exchange of real property.
- Administer the preparation, processing, maintenance, and auditing of contracts, plans, specifications, and billing requests.

- Coordinate the leasing and disposal of surplus real property or other asset-related matters.
- Administer work activities between state and federal agencies, utilities, title companies, and other entities having interests in property.
- Develop and interpret departmental policies and procedures concerning the acquisition or disposition of land or utility coordination. Ensure compliance with applicable state and federal laws as they relate to right-of-way activities.
- Consult with planning, design, project management, surveying, and environmental personnel to identify and resolve right-of-way impacts.
- Provide and/or coordinate educational and consultative services for internal and external stakeholders on compliance with real estate and utility program procedures, statutes, and rules.

RIGHT OF WAY AGENT IV: Performs advanced (senior-level) land acquisition or disposition, real estate, or utility coordination work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex right of way work and may:

- Evaluate program activities.
- Research problems and coordinate solutions.

RIGHT OF WAY AGENT V: Performs highly advanced (senior-level) land acquisition or disposition, real estate, or utility coordination work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex right of way work.

RIGHT OF WAY AGENT VI: Performs highly advanced and/or supervisory (senior-level) land acquisition or disposition, real estate, or utility coordination work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in the field.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency’s business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

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

of real property; utility industry rules, regulations, and adjustment procedures; and right-of-way negotiations, relocations, appraisals, and acquisitions.

- Skill in the use of a computer and related applications, and in analyzing data.

- Ability to read and interpret maps, plans, and schematics; to maintain records; to read and interpret legal and technical information; to use estimates to determine feasibility of plans; to review and determine eligible costs; and to communicate effectively.

Additional for Right of Way Agent III – VI levels

- Ability to research problems, to negotiate and coordinate solutions, and to oversee and/or supervise the work of others.