

### HIGHWAY RIGHT OF WAY DESIGNER I

DESCRIPTION: Under immediate supervision, performs right-of-way design duties on minor projects; inputs previous right-of-way and property lines; designs right-of-way; checks right-of-way plans and condemnations; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Prepares right-of-way plans for minor right-of-way projects, with periodic monitoring and normal process reviews, with features similar to these: few tracts, minor acquisitions, rural overlay projects, urban temporary easement projects, limits-of-construction at specific locations, and/or bridge projects.

Inputs previous right-of-way, title information and property lines.

Designs new right-of-way taking, permanent easements and temporary easements.

Attends pencil Stage III meetings and design meetings for informational background.

Maintains right-of-way plans, project files, computation files, CAD files, right-of-way surveys, titles, previous right-of-way plans, railroad maps, and city plats for assigned projects.

Checks right-of-way plans and condemnation plats to assure information is entered accurately.

Assists squad leader in preparing right-of-way plans by performing parts of routine or complex right-of-way projects, as directed.

FULL PERFORMANCE KNOWLEDGE, ABILITIES AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: basic knowledge of engineering/surveying principles related to preliminary survey, design and construction of projects including engineering, surveying, geometrics, and the preparation of land descriptions to acquire right-of-way to construct highways, bridges, culverts and other transportation related projects; basic real estate principles regarding the preparation to buy and sell private and public property.

Ability to: identify and apply specific information from legal descriptions, titles, reports, survey notes, manuals and design plans.

Skill in: independently operating the agency's CAD systems to prepare plans and condemnation plats as it applies to specific job duties.

HIGHWAY RIGHT-OF-WAY DESIGNER I (continued)

ENTRY KNOWLEDGE, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: mathematics including algebra, geometry and trigonometry; basic engineering/surveying terminology and techniques; computer aided design technology.

Ability to: understand engineering survey notes; read design plans, interpret legal descriptions and ownership information; communicate with others to resolve differences and convey ideas.

Skill in: operating the agency's CAD system to prepare plans and condemnation plats.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is high school education or equivalent AND education or experience in drafting, engineering, or highway construction.