

STATE OF NEBRASKA CLASS SPECIFICATION  
**HIGHWAY DISTRICT RIGHT OF WAY PERMITS OFFICER**  
**PROVISIONAL**

EST: 1/96 - REV: 12/10  
CLASS CODE: M57830

**DESCRIPTION:** Under limited supervision, performs the full range of work necessary to review, issue, monitor, and regulate various types of permits including outdoor advertising, signs, and banners, junkyards, access-control, and/or right-of-way occupancy permits within a field district of the Nebraska Department of Roads (NDOR); performs related work as assigned.

**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.)

Reviews permit applications for occupancy of NDOR right-of-way for driveways and utilities (e.g., water, gas, electrical), and determines their conformance with appropriate regulatory codes and standards.

Reviews applications for revisions in access-control and obtains pertinent special provisions and project and other details; assesses safety and operational impacts, and as necessary, recommends alternatives.

Reviews applications for placement of signs and/or for junkyards to ensure conformance to NDOR and Federal Highway Administration rules and regulations.

Conducts visual surveys of the right of way to detect violations of outdoor advertising, junkyard statutes, and/or encroachments on right of way.

Provides information, answers questions, and interprets rules and regulations for the public and other agency employees regarding right of way occupancy and location of driveway permits, signs, and junkyards; informs senior district management of status of permit requests and reviews.

Approves/disapproves sign and/or junkyard permits based on the findings of investigations of locations and local zoning regulations.

Conducts on-site inspections of permitted right-of-way work to ensure the work is completed as approved; notifies NDOR special permits office.

Monitors right-of-ways to determine they are free of "illegal" encroachments such as produce vendors, farming and harvesting operations, "for-sale" vehicles, and fences.

Contacts permit holders to request that work performed be done differently, redone, or suspended to ensure the situation resolved.

Maintains inventory records of signs and junkyards, and advises the NDOR special permits office of changes as they occur.

Maintains district records for Nebraska Logo (LOGO) and Tourist Oriented Directional Signs (TODS), and similar programs.

Assists maintenance forces during winter operations and/or highway emergencies, as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the terminology and procedures of the permit application and issuing processes; the general practices of engineering/construction projects; NDOR and federal rules and regulations regarding LOGO, TDS, junkyards, outdoor advertising, and similar programs; practices of real estate/property mapping, land measurements, and engineering plans to locate right of way and encroachments; legal references including work related State statutes, local construction codes and zoning ordinances/maps, and property descriptions.

Skill in: applying customer service techniques.

Ability to: communicate in person and by telephone, email, and correspondence with coworkers, permit seekers and holders, and the public to share technical information and provide services and solutions; interact in a calm, productive manner with customers to ensure conformance to NDOR rules and regulations; perform calculations for mathematical computations and location/boundary measurements; understand and follow supervisory instructions; comprehend and interpret letters, memos, electronic mail, agency forms and policies, property descriptions, legal documents, instruction manuals, and proposed plans; coordinate permitting activities among various jurisdictions, property owners, and other entities; detect and resolve errors and discrepancies on permit plans and applications; plan and organize numerous projects simultaneously; evaluate general proposals by applying specific program guidelines; analyze the ramifications of right-of-way use requests; anticipate and address potential issues before they occur during the permit process; use personal and mainframe computers and associated applications software including word processing, spreadsheets, electronic communication, presentations, and databases.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework or experience in using plans, blueprints, and similar engineering documentation related to right of way, construction, design/drafting, or surveying activities.

OR

Post high school coursework or experience in preparing contracts and other legal documentation.

**SPECIAL NOTES:**

All positions in this class require incumbents to be 18 years of age and to possess a valid driver's license. Positions in this class may require incumbents to obtain a commercial drivers license within 60 days of employment.

May be required to work outside normal scheduled work hours for emergencies or special events and respond to such situations within a designated timeframe under normal driving conditions.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).