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|---|---------------------------------------|----------------|-----------------------------|
| Title:<br><b>Lead Right of Way Plans Designer</b>                                     | Effective Date:<br>June 24, 2017      | Grade:<br>XIII | Job Category:<br>Technician |
| Prior Title:<br>Right of Way Plans Designer III, Advanced Right of Way Plans Designer | Prior Effective Date:<br>May 11, 2012 | Grade:<br>XIII | Page:<br>1 of 1             |

*CHARACTERISTICS OF WORK*

Under general supervision, this position is responsible for the supervision of Right of Way Plans Designers, review and approval of the work completed by subordinates, and review and approval of right of way plans prepared by consulting engineering firms.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Train and provide direct assistance to Right of Way Plans Designers.
- Assist in the interpretation of survey and design data to establish right of way limits.
- Thoroughly review right of way plans before distribution to other sections.
- Review right of way plans prepared by consulting engineering firms.
- Answers queries from property owners and Department personnel.
- Work closely with Survey and Design Divisions.

*MINIMUM REQUIREMENTS*

The educational equivalent to an associate's degree in computer-aided drafting and design (CADD) from an accredited college or university plus four years experience as a Right of Way Plans Designer or six years experience in right of way plan preparation or related field; OR the educational equivalent to a diploma from an accredited high school plus six years experience as a Right of Way Plans Designer or eight years experience in right of way plan preparation or a related field using CADD. General knowledge of highway engineering and surveying principles. Effective leadership and communication skills.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

