AHTD Classification Specifications

Title:	Effective Date:	Grade:	Job Category:
Right of Way Engineering Specialist	June 24, 2017	XV	Professional
Prior Title:	Prior Effective Date:	Grade:	Page:
Right of Way Engineering Specialist	September 28, 2012	XIV	1 of 1

CHARACTERISTICS OF WORK

This position is responsible for overseeing the review and approval of all work completed by the Engineering Section of the Right of Way Division and consulting engineering firms to ensure the accuracy and completeness of right of way plans and other documents. This position is also responsible for the maintenance and dissemination of all right of way plan records.

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 Department of Transportation is an "at will" employer.

- Oversee the preparation of right of way plans on collector projects.
- Review right of way plans and documents on collector projects.
- Oversee the preparation of legal exhibits.
- Direct the activities of Section personnel during the absence of the Section Head.
- Maintain awareness of all work in progress in the Section.
- Assist Department personnel and the public in the research of existing right of way on previously completed highway projects.
- Review contracts and task orders.
- Review right of way plans and documents prepared by Department personnel and consultants.
- Oversee the distribution of right of way documents.
- Answer queries from property owners, Department personnel and consultants.
- Work closely with Surveys and Design Divisions.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university plus four years experience in right of way plan preparation and/or review; OR, the educational equivalent to a diploma from an accredited high school plus eight years' experience in right of way plan preparation and/or review. High level of proficiency in CADD. Extensive knowledge of and ability to interpret highway construction plans and land surveys. Effective leadership and communication skills. Valid driver's license.

("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.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.