RIGHT-OF-WAY COORDINATOR

I. BASIC FUNCTIONS:

The employee occupying this position is responsible for overseeing and coordinating the Right-of-Way Program using a variety of professional right-of-way practices. This is a bargaining unit position.

II. DISTINGUISHING CHARACTERISTICS:

The Right-of-Way Coordinator plans, coordinates, and implements the right-of-way program for the Public Works Department and certifies right-of-way to advance projects to the construction phase. Right-of-Way Coordinator makes frequent contacts with the public, utility companies, contractors, developers; government agencies, office staff, and managers to solve unusual and difficult problems related to the right-of-way program and associated issues. Right-of-Way work is performed with considerable independence requiring the application of judgment and discretion.

Incumbents are required to exercise independent judgment in the selection of appropriate engineering guidelines; and, performance is evaluated in terms of compliance with regulatory statutes and policy.

Supervision Received:
Receives general supervision from the Project Management and Engineering Division Manager.

Supervision Exercised:
Exercises general supervision over Civil Engineering Technician, Engineering Secretary and temporary Right-of-Way & Utility Inspectors. Provides direction and guidance to technical engineering personnel and office support staff, as needed. Oversees the work of contractors engaged for the engineering and surveying phases of borough projects.

Working Conditions/Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed primarily in an office setting. Fieldwork activities are often performed independently during site inspections and site data collection in populated and remote areas. Field work and travel require exposure to a variety of adverse weather conditions and hazards. Noise level in work environment will be quiet to moderately noisy depending on office equipment/telephones in use, and other employees/members of the public with business in the office.

III. REPRESENTATIVE EXAMPLES OF WORK:

Plans and oversees Right-of-Way and Utility Programs in the office and the field.

Supervises, evaluates and coordinates the work of the Civil Engineering Technician, Engineering Secretary, Right-of-Way Inspector, and Utility Inspector. Provides orientation and training to staff as necessary.

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Schedules and coordinates work requests to technical engineering staff and office support staff.

Maintains required notes and records and performs file management.

Researches, verifies, and certifies right-of-way required for public works projects to advance to construction phase. Uses a variety of negotiation methods for utility relocation agreements and to obtain public easements and drainage easements.

Reviews proposed platting actions and recommends specifications and conditions related to rights-of-way, utility installations, and driveway construction.

Reviews applications for certification or modifications to existing certifications to ensure completeness, internal consistency, and compliance with applicable statutes and regulations; researches legal descriptions and prepares instructions for drafting appropriate maps; drafts related correspondence as necessary.

Provides information to utility representatives, other regulatory agencies and the public.

Assesses the "public convenience and necessity"; and, monitors the administrative procedures required to ensure proper documentation; reviews feasibility studies.

Plans and conducts utility field inspections; studies utility operations and practices and recommends improvements; investigates service complaints, assists utility personnel in resolving service problems and eliminating safety hazards.

Reviews and approves permits applications for utility installation, driveway construction, right-of-way construction, and encroachments. Inspects installation and construction for compliance with borough code and permit conditions.

Performs field survey and layout of preliminary road alignments and right-of-way boundaries for right-of-way acquisition and road construction projects. Develops scope of work and obtains bids for survey work on public works projects and performs a variety of field inspections.

Meets with the general public, land developers, and businesses providing information and guidance for the solution of complex problems as they pertain to rights-of-way, utility, and driveway issues.

Meets with senior utility officials to resolve disputes and negotiate relocation and installation of utility facilities.

Presents information to the Platting Board, Assembly, Planning Commission, utility representatives, other regulatory agencies, and other public entities in a public hearing environment.

Investigates routine quality of service complaints involving engineering considerations which may include verification of construction in progress, or review of pending service requests and

trouble tickets; insure compliance with APUC regulations; meets informally with the utility to attempt resolution.

Performs related work as required.

IV. KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of professional right-of-way practices.

Knowledge of the application of surveying and engineering principles, mathematics, and application of legal documents related to right-of-way and road construction projects.

Knowledge of environmental permits acquisition.

Knowledge of principles and practices of utility engineering; current technological advances, standards and accepted practices of utility service and safety; methods and material typical of utility construction and maintenance; standards and rules typical of public utility regulations.

Knowledge of utility equipment and terminology, operations and business practices.

Knowledge of the principles and practices of supervision.

Ability to interpret engineering plans and specifications, real property title reports, and other legal documents for right-of-way certification.

Ability to direct work of contractors performing various surveying and right-of-way acquisition activities.

Ability to effectively supervise and evaluate employees.

Ability to learn and apply regulatory statues and regulations, utility equipment and terminology, operations, and business practices; apply engineering principles; and, maintain effective working relationships with those contacted in the course of the work.

Ability to learn and apply utility engineering principles and practices, utility statutes and regulations, utility accounting, utility evaluation, standards and accepted practices of utility service and safety; and learn methods and materials typical of utility construction and maintenance.

Ability to read, understand and apply statutes, regulations, case law, contracts and other legal documents; communicate effectively both orally and in writing, prepare well documented comprehensive written reports.

Ability to communicate effectively both orally and in writing.

Ability to interpret and create legal descriptions for all types of rights-of-way.

Ability to gather and correlate data from various sources and produce a report, plan, or oral presentation.

Ability to solve unusual and difficult problems related to right-of-way issues.

Skilled in the use and care of instruments and equipment used in professional right-of-way work.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Bachelor's degree or equivalent in Civil Engineering, Surveying, Utility Engineering or related field of study. Five years of progressively responsible professional experience in public works project permitting, land surveying, and utility installations and/or relocations, including one (1) year of lead or supervisory experience.

A valid Alaska driver's license with acceptable driving and criminal history records required.

VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:
General office and field equipment and tools including, but not limited to, computer printers, typewriter, calculator, fax machine, copiers, telephone, microfiche and microfilm readers/printers, cell phone, theodolites, compasses, maps, GPS and mapping software. Operate motor vehicle with standard transmission, four-wheel drive vehicles, snow machines, and small all terrain vehicles.

Physical Demands:
Physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this job require the employee to be able to perform in both an office environment and outdoors in all types of weather. In the office the employee is frequently required to sit or to stand at a desk or counter for long periods, talk, walk and hear. Employee must be able to continuously talk and listen to the general public, and to sort through files. The employee is also required to use hands to finger, handle, or feel objects, tools, controls and/or machinery; reach with hand ands arms. The employee may be required to lift and/or move up to ~~40~~ 75 pounds. The employee must be able to walk in the field on unimproved property, through the woods, and around construction sites and to climb mounds of loose excavation material while safely avoiding construction equipment. Employee will be required to operate a motor vehicle.

The employee must be able to read printed documents and computer screens, and in the field must have sufficient close vision, distance vision and peripheral distant vision for observing properties and construction projects, with sufficient depth perception, and the ability to adjust focus to be able to judge distances. Adequate vision for the safe operation of vehicles and

equipment in daylight, darkness, and in all types weather conditions. Hearing acuity must be at, or correctable to, normal range.