

CITY OF OMAHA CLASS SPECIFICATION

No. 5830

RIGHT OF WAY AGENT I

NATURE OF WORK

This is technical work involving considerable public contact in acquiring properties needed for Public Works street and sewer construction and repair projects. It involves appraising properties, negotiating for their purchase, securing dedications, or obtaining easement rights. It also involves reading abstracts, conducting site inspections, interpreting construction plans, writing legal descriptions, preparing legal real estate documentation, and providing reports and other documents to the City Council. An employee in this classification exercises considerable independence in the performance of duties, however, completed work is subject to review by a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Negotiates land acquisitions and easement rights with property owners.

Conducts title searches and prepares and reviews legal descriptions to acquire land and easement rights for construction projects.

Prepares condemnation petitions and other legal real estate documentation needed to acquire or convey real property.

Prepares ordinances, resolutions, and negotiator's reports for City Council approval.

Ensures that legal requirements are complete and correct, prepares reports detailing easement rights and land acquisitions, and maintains records of projects and individual ownership files of construction projects.

Researches market data using appraisal methods of sales comparison, cost, and income approaches to determine property values, makes site inspections, and prepares minimum payment estimates, value finding estimates, and short form appraisal reports to reflect their fair market value.

Reviews fee appraisal reports for accuracy, completeness, and understandability, and determines optimum appraisal approaches and the most equitable means of compensation.

Reads and interprets abstracts, legal descriptions, construction plans, and tract drawings and answers questions from land owners as to their relocation rights and benefits, as well as city, state, and federal policies and procedures, including the law of eminent domain, in acquiring rights of way for public use.

Assists city attorneys in condemnation cases, conducting site inspections, interpreting construction plans, and appearing in court to provide testimony.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of engineering terminology and practices used in surveying and land acquisitions.

Knowledge of the laws and principles pertaining to the acquisition of real estate, including the laws of eminent domain and the city and state laws pertaining to zoning and setback requirements.

Knowledge of negotiation procedures as they pertain to right of way acquisition.

Knowledge of the methods of appraising the value of real estate, both improved and unimproved.

Ability to read and interpret laws, abstracts, appraisal reports, construction plans and drawings, and legal descriptions to property owners.

Ability to negotiate successfully for the acquisition of property needed for Public Works projects.

Ability to make site inspections of properties to be negotiated for and determine the effects construction will have on the properties.

Ability to prepare documentation needed in the course of acquiring property, such as legal descriptions, condemnation petitions, ordinances, resolutions, and negotiator's reports.

Ability to understand written or oral instructions.

Ability to sit from 51 to 75% of the time; to stand and walk from 26 to 50% of the time; and to reach, bend, stoop, squat, kneel, lift, and type from 10 to 25% of the time.

Ability to use up to 20 pounds of force to move objects up to 33% of the time; to use up to 10 pounds of force to move objects from 34 to 66% of the time; and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Graduation from high school or its equivalent AND two years of experience participating in real estate transactions or negotiating for rights to property for public use OR two years of experience in civil engineering, design, or construction work.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to job sites throughout the City during the course of the work day and during off hours.

PREFERRED QUALIFICATIONS

Possession of a real estate sales or broker's license.

WORKING CONDITIONS

Work is performed primarily in an office setting; however, at times an employee in this classification works outdoors in all weather conditions, amid noise requiring speaking above a normal voice to be heard, near moving mechanical machinery and electrical currents, at times in high places or confined spaces. and exposed to fumes odors, and dust.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone
Computer
Copier
Camera
Calculator
Dictation Equipment
Facsimile Machine
Microfilm Viewer
Microfilm Printer

Approved: 8-26-93