

CITY OF OMAHA CLASS SPECIFICATION

No. 1320

RIGHT OF WAY MANAGER

NATURE OF WORK

This is technical and supervisory work in administering the activities of the Right of Way section of the Design division of the Public Works department. Work involves acquiring land, easements, and property rights for construction requirements for city, state, and federally funded projects. Work also involves the responsibility for determining legal title ownership and fair market value of land, easements, and property rights to be acquired, including reviewing appraisals, contracting for professional appraisal services, interpreting design and construction plans, and negotiating with property owners and the public. An employee in this classification exercises considerable independence in the performance of duties, which include overseeing a number of subordinates, and receives general supervision from a superior.

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

Oversees the operation of the Right of Way section of the Design division of the Public Works Department, including hiring, training, prioritizing, assigning, supervising, monitoring, and evaluating the work of a number of right of way agents.

Oversees and reviews the preparation of real estate and City Council documentation to acquire property and easement rights, the reading of abstracts, reviewing in-house and fee appraisals, and preparing and writing petitions to condemn property, offers and counter-offers, agreements, and contracts.

In the case of imminent condemnations, makes final attempts to negotiate settlements with property owners.

Keeps section members apprised of city, state, and federal policy, statute, code, regulation, and procedure changes regarding real estate acquisition and conveyance and assures that all such policies, laws, and ordinances are adhered to.

Ensures the coordination and prioritization of bid lettings to acquire property rights prior to the time construction work on them is scheduled to begin.

Reviews and interprets construction plans, schedules, market valuations, contracts, in-house and fee appraisal reports, relocation reports, and other documentation to convey property, and prepares reports reflecting their progress.

Prepares and coordinates the implementation of agreements with railroads for the construction or removal of viaducts, bridges, overpasses, and at-grade crossings.

Certifies that parcels of land are acquired legally, that documentation is on file, and that payments are made as negotiated.

Presides at public hearings to discuss right of way issues, assists city attorneys at condemnation proceedings, testifies at county court hearings, and interprets construction plans for appraisal board members.

Contracts for services of fee negotiators, appraisers, surveyors, title companies, and consulting engineering firms.

Initiates and reviews relocation benefits and assistance to homeowners, tenants, and business concerns.

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of real estate appraisal, conveyance, and acquisition methods, and the city, state, and federal laws that govern them.

Skill in negotiating with property owners.

Ability to read and interpret project construction plans, blueprints, specifications, real estate appraisals, title abstracts, and relocation reports, and convey their meanings to others.

Ability to write petitions to condemn property, prepare legal notices, and newspaper advertising.

Ability to train, supervise, plan, schedule, and evaluate the activities of a staff of subordinates.

Ability to understand written or oral instructions.

Ability to stand, walk or sit from 26 to 50% of the time; and to type from 0 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.)

High school or its equivalent supplemented by college level courses in Civil Engineering, Management or Real Estate AND five years of experience in residential, commercial, industrial, and agricultural property appraisal, negotiation, and acquisition, two years of which must have been in a supervisory capacity OR any equivalent combination of education and experience.

SPECIAL QUALIFICATIONS

Must possess a real estate sales or broker's license by the appointment date.

Must be able to transport oneself or coordinate transportation to sites throughout the city during the course of the work day.

WORKING CONDITIONS

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

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.)

Computer
Dictating Machine
Camera
Copier
Printer
Card Reader
Facsimile Machine

Approved: 6-24-93