

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB253 Right of Way Technician
POSITION #/TITLE: 2051 Right of Way Technician	Adopted: 07-97
	Revised: 03-16

POSITION DESCRIPTION

Dept /Division: Public Works/Engineering	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 0004/NB137/Real Estate Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Hand, Head, Foot, Protective Clothing, Eye, Hearing	

General Statement of Duties

Performs on-site inspections of permitted work performed within City rights of way including, pavement cut, sidewalks, driveways, utility taps, non-pavement digging/boring and retaining walls. Maintains permit records and inspection notes regarding permitted work by private utilities, bonded contractors and public. Tracks and enforces removal of unapproved right of way encroachments, provides information to general public, property research, reviews construction projects by inspecting certain components of construction, maintaining databases, interpreting and enforcing City specifications.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Conducts field reviews of current and proposed private development or property owner construction activities under right of way permits to determine compliance with approved plans and/or City requirements, as applicable;

Insures that the contractor's and/or public working in City right of way have obtained the proper permits;

Conducts field reviews to make visual inspections related to inquiries, issues, or problems received from public calls or inquiries to determine information related to matter in question;

Assists with enforcing the removal of unapproved right of way or City-owned property encroachments;

Assists with processing permit reviews, i.e., excavation, demolition, sewer tap connection fees and encroachment;

Approves plans prior to receiving excavation permit and processes DOT application and obtains approval;

Reviews requests for work in the City right of way by private utilities, contractors, and public; inspects work done under permit;

Assists with inspecting right of way and easements and proactively/retroactively coordinates placement of private infrastructure;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Good knowledge of legal recording and documentation for property transactions;
Good knowledge of real estate title and valuation principles and practices;
Good knowledge of civil engineering principles and practices;
Good knowledge of surveying principles and practices;
Good knowledge of utility location, easement and construction;
Some knowledge of construction materials, principles and practices;
Some knowledge of construction materials, principles and practices;
Ability to read and interpret engineering and surveying documents;
Ability to communicate effectively and maintain working relationships with property owners, utility representatives, contractors, developers, City personnel and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing real estate terminology and documentation, title forms and documents, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in Engineering Technology, real estate, mathematics or physical sciences, or a related field; and
Considerable experience in real estate, working with engineering and surveying documents and related engineering principles and practices, with a preferred emphasis on public right of way activities; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's license upon appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
Sufficient vision which permits the employee to review drawings and technical specifications, inspect real estate, right of ways and public properties to determine compliance with approved plans and/or City requirements;
Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to retrieve and copy records, including manual archived records, and to utilize applicable computer software
Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect sites for erosion control, right of way issues, etc. .