

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB513 Right of Way Agent I
POSITION #/TITLE: Right of Way Agent I	Adopted: 12-14
	Revised:

POSITION DESCRIPTION

Dept /Division: Public Works/Engineering	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 09
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: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Performs public contact work in the capacity of a trainee/apprentice, in the acquisition, condemnation, relocation assistance, or closing phases of the right of way operations, in the negotiations of agreements with parties with facilities affected by City right of way projects pertaining to their relocation/adjustment. Performs related work as required.

Distinguishing Features of the Class

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

Examples of Essential Work (Illustrative Only)

Establishes present title status of subject properties in order to assure that existing title is accurate; Ensures title is complete and current by gathering title data through the examination of county courthouse and city hall documents and interviews with such appropriate people as abstractors, attorneys, and property managers;

Locates and gathers data from printed and visual sources in order to have information to use in estimating the market value or in the acquisition of the title property by reading, selecting, and recording the pertinent facts;

Aids property owners and/or relocates during the right of way acquisition project in order to facilitate the project's completion by serving as a liaison with lending institutions, housing and welfare agencies, interpreting and explaining acquisition, relocation, closing and property management information;

Determines eligibility, moving cost options and amount of payment in order to accomplish relocation and make payment in conformance with State and Federal laws by gathering moving cost option data, analyzing the data, selecting and comparing the pertinent variables in each relocation case with State and Federal eligibility criteria and selecting the appropriate individual payment option;

Documents all phases of right of way acquisition in order to indicate the status of the acquisition, property management, title and closing, and relocation aspects by recording all conveyance and title instruments, writing various narrative reports and filling data and materials gathered into parcel and project files;

Gathers pertinent data relating to railroads/utilities affected by proposed street/utility construction/maintenance projects in order to inform companies involved and solicit from them their plans for adjustment/relocation of their facilities;

With peer review and/or assistance from senior Right of Way Agents or Real Estate Service Manager, draws up and negotiates agreements with railroad and utilities in order to insure that adjustments resulting from proposed street/utility construction/maintenance projects are reasonable, adequate and in compliance with associated standards and policies;

Monitors progress of relocation/adjustment projects to insure that they are being carried out in compliance with the negotiated agreements in a timely manner;

Inventories signs along right of way projects and obtains necessary information regarding sign location, ownership and content to issue removal notices where necessary;

Evaluates signs along right of way projects that do not conform to the City Ordinance to determine amount of compensation due to sign site owners for acquisition/relocation;

Displays high level of initiative and attention to detail and commitment by completing assignments efficiently with minimal supervision;

Exchanges information with individuals or groups effectively by listening and responding appropriately;

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

Some knowledge of State and Federal laws, policies, and regulations relating to real estate and specifically to the basic activities of right of way acquisition;

Ability to comprehend/interpret narrative, visual and numerical information pertinent to the appraisal process including property descriptions; road plans, cross-sections, topographic maps, plans/profiles; technical studies; traffic counts, real estate laws and zoning ordinances;

Ability to calculate mathematical solutions utilizing addition, subtraction, multiplication, division and percentages for such purposes as determining moving costs estimates and housing payments;

Ability to recognize/assess errors in incompleteness in narrative, graphic and pictorial information and material;

Ability to communicate with others for purposes of gathering or explaining factual information or estimates, narrative, pictorial or graphic material, rights and courses of action, both orally and in writing;

Ability to recognize/assess the significance of facts/data gathered by interviews and conversation, by review of narrative and graphic material or by inspections;

Ability to operate a personal computer, using program applications (including word processing and spreadsheet programs) 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 a Bachelor's Degree including coursework in engineering technology and real estate appraisal, law and processes; and

Some experience real estate property acquisition, real estate sales or management, relocation assistance, right of way engineering; 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.

International Right of Way Association membership within six months of appointment.

Certified as a Right of Way Agent within one year of appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively with property owners and others, under difficult circumstances;

Sufficient vision, which permits the employee to inspect blueprints and construction specifications, inspect real estate, right-of-ways and public properties to determine real estate valuations;

Sufficient manual dexterity, which permits the employee to utilize computer software and other tools applicable to position;

Sufficient personal mobility, which permits the employee to inspect construction projects and evaluate real estate and easement properties.