

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB330 Right-of-Way Coordinator
POSITION #/TITLE: 1598 Right-of-Way Coordinator	Adopted: 05-14
	Revised:

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: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Coordinates the activities within the right-of-way for approval, i.e.; permitting, assist with leasing, non-franchise utility agreements, assist with railroad agreements, granting public easements, granting easement encroachments, assist with inspecting right-of-way for compliance with City's right-of-way management program and activities for air and ground encroachments, and property research.

Distinguishing Features of the Class

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

Examples of Essential Work (Illustrative Only)

Responds to public and interdepartmental calls or inquiries relating to concerns, issues, problems, or need for information related to sidewalks, drainage matters concerning fence encroachments, building encroachment issues, interpretations of City requirements, property information, and utility record information;

Processes permit applications, i.e., excavation, demolition, sewer tap connection fees and encroachment; Evaluates acceptable service requests, develops options and recommends appropriate action as it relates to permitting;

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

Monitors encroachment reviews and conditions for encroachment approval or denial for easements or right-of-way, notifies applicants of results and conditions and prepares recommendation for Council action;

Processes Easement Encroachment Agreements and attends monthly Encroachment meetings;

Facilitates identifying problems, information needs, alternatives or options, if any, and responding to requests for information;

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

Reviews Right of Redemption notices as they pertain to the City's interest and recommend action;

Processes Linn County Health Department request for wells and GeoThermo to assure no conflicts;

Receives and process Non-Franchise Utility Agreement, facilitates review and develops documents for City approval;

Receives request to connect to City Sewer service, confirms if available, evaluates connection fee if previously assessed and determines cost;
 Addresses contractor or project questions to identify sewer tap location;
 Responds to citizens' or contractor questions and or concerns regarding service interruption;
 Researches City Property to determine present title status of subject property or the origin purpose and use of property rights or easement locations by gathering title data through the examination of County courthouse and City documents, from printed and visual sources to establish present title status of subject property;
 Receives and processes Easement requests on City property, facilitate internal departmental and utility company review, determines value, develops documents for City approval;
 Assists with inspecting right-of-way and easements and proactively/retroactively coordinates placement of private infrastructure;
 Assists with processing request to lease City right-of-way, negotiates and drafts land, garden, sidewalk café, excess right-of-way and other leases for various City departments; tracks and monitors rent payments due to City;
 Assists with administering and maintaining uniform policy for leasing fees, terms; coordinates and administers tenant/landlord relationships for City property;
 Manages EnerGov program as it relates to easements and property information;
 Assists with gathering pertinent data relating to railroads, and private utilities affected by proposed projects, draws up and negotiates agreements with railroads, utilities, etc.;
 Responds to requests for information by providing copies of Engineering Division record documents for Capital Improvement Projects when available i.e., easement, sewer maps, sewer taps, as-built drawings, etc.;
 Assist with conducting 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 processing requests to rename a public street, facilitates internal review and approval;
 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 acquisitions and 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 mathematical calculations used in engineering and surveying calculations;
 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, real estate valuations, 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 or related field; and
Considerable experience conducting real estate valuation and transactions, working with engineering and survey 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.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, 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.