



RIGHT-OF-WAY AGENT 3

Department: Planning and Public Works
Job Class #: 926100
Pay Range: Engineering/Technical 12

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is supervisory work in the field of land acquisition and property management as related to the needs of Pierce County. An employee in this class is responsible for directing and coordinating all activities associated with claims, settlements, property management, related records maintenance, and the conduct and review of appraisals in conjunction with right of way acquisition.

SERIES CONCEPT: This job series consists of three levels. The Right of Way Agent 3 is the third level in the series. This position is distinguished from the Right of Way Agent 1 and Right of Way Agent 2 classifications by having overall supervisory responsibilities of the Right of Way Section.

ESSENTIAL FUNCTIONS:

- Develop and manage budgets related to the acquisition of property rights and relocation activities for transportation projects included in the Transportation Improvement Program.
- Assist in the preparation of Division budgets through development of Section budgets, monitor Section budget, make recommendations on equipment purchases, and establish financial management policies and procedures for the Section, including employee professional development and training.
- Oversee the Right of Way Section; act as Project Manager for select Section projects.
- Plan, schedule, direct, monitor, and evaluate Section activities.
- Provide leadership and direction to the professional and technical staff of the Right of Way section; manage section resources to complete work using acceptable methods of planning and management.
- Provide final review/approval of appraisals.
- Supervise and monitor the preparation of documents and correspondence related to negotiations and appraisals.
- Provide final review/approval of counter-offers in accordance with the Administrative Settlement Guidelines Policy of the County Engineer's Handbook.
- Provide relocation assistance for persons or businesses displaced by Transportation Services projects.
- Provide assistance to the Prosecuting Attorney's Office with condemnation proceedings.
- Serve as court witness as needed.
- Interface with other Sections within Planning and Public Works and other County Departments.
- Respond to news media information requests according to Department policy.
- Make presentations to property owners, general public, agency staff and administrators, elected and appointed officials on programs and projects.
- Schedule and assign employees, approve or deny use of sick leave, vacation leave, and overtime.
- Assist and provide right of way information to other sections and departments.
- Develop and implement internal policies and procedures for the Right of Way section, in accordance with federal, state, and county regulations and guidelines.

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ESSENTIAL FUNCTIONS: (continued)

- Establish section goals and objectives; participate in the development of departmental goals. Schedule work and resources so as to most effectively meet these goals.
- Prepare special and periodic reports, conduct section meetings, and is section representative at department staff meetings.
- Complete the review and evaluation of subordinate employee job performance. Initiate disciplinary action when necessary. Respond to grievances at the first level.
- Direct the selection coordination, and monitoring of consultant contracts and performance.
- Act as Division Manager, when directed, in making decisions related to acquisitions of right-of-way for transportation projects
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under administrative supervision and is reviewed by an administrative superior through periodic conferences for the effective management of the work units. The Right of Way Agent 3 has full supervisory authority of unit staff, including recommendations for hiring and discipline, and performance evaluation.

WORK ENVIRONMENT: Right of Way Agent 2 works in an office environment on a daily basis and performs field assignments routinely. Travel to various field sites and meeting locations may be required. Work is performed on a regular scheduled basis. The work is subject to stressful situations while dealing with property owners.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. The physical activities include the use of finger dexterity to use and operate a personal computer and related office equipment; reading and analyzing complex engineering reports, property descriptions, atlases and maps; communicating both verbally and in writing; using eye sight to inspect and conduct field work; sitting at a desk for prolonged periods of time; working outdoors in adverse weather conditions and uneven terrain; driving, and working in a stressful environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The principles of effective supervision.
- Federal and state laws and regulations pertaining to real estate acquisition and appraisal including eminent domain.
- Fiscal control and resource management.
- Real estate title and valuation work and practices used in real property transactions.
- Methods and techniques used in property appraising, acquisition and management.
- Legal instruments affecting the transfer, sale and lease of real property.

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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Skill in:

- Use and operation of personal computer, spreadsheets, and related computer programs.

Ability to:

- Plan, organize, coordinate and direct a staff of technical and clerical employees.
- Communicate effectively both orally and in writing.
- Administer effective disciplinary action.
- Negotiate successfully and effect final settlement of property damage claims or title transfers.
- Read and interpret routine maps, condemnation plans and property descriptions.
- Establish and maintain effective relationships with other departments and agencies, associates, property owners and the public.
- Keep accurate records and to prepare reports on activities.
- Traverse uneven terrain.
- Work in all types of weather.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major course work in real estate or related discipline and five or more years of progressively responsible work in the right of way field with at least one year of experience as a senior level person or supervisor is required. Additional experience or education may substitute equally for the recruiting requirement

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position. Possession of, or ability to obtain, a valid Washington State Driver's License within thirty days of employment. Must possess or be able to obtain a Washington State Notary Public Commission within thirty days after employment. A Washington State Real Estate Salesperson or Broker's License is desirable.