

# RIGHT-OF-WAY COORDINATOR III



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<b>Department:</b>	Public Works	<b>Reports To:</b>	Special Projects Coordinator
<b>Division:</b>	Administration	<b>Location:</b>	Administration Building
<b>FLSA Status:</b>	Exempt	<b>Classification:</b>	Full-Time/Civil Service
<b>Approved By:</b>	Public Works Administrator	<b>Date of Approval:</b>	October 2002

**Pay Grade Level:** 7

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## JOB SUMMARY

Responsible for the completion of activities involving the acquisition and maintenance of property by the Lafourche Parish Government required in the construction and maintenance of parish infrastructure and facilities which include making contact with property owners and public officials to obtain permits, easements, and rights-of-way by performing the following duties personally or through subordinates.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Examines public property records to ascertain ownership of properties, the existence of any encumbrances and other rights-of-way, and the disposition of rights along streets, roadways, drainage ways, alleys, and highways
- Determines roads, bridges, and utility systems that must be maintained during construction; negotiates with landowners for access routes and restoration of roads and surfaces
- Applies Parish policy in the performance of job duties, including but not limited to the purchase of property, or payments and terms of agreements for permits and easements to install facilities on property belonging to others
- Negotiates settlements on claims for property or damage to property resulting from construction activities
- Releases information to concerned parties regarding parish rights-of-way agreement and arranges for modifications or release of existing agreements
- Maintains database of all parish construction and maintenance servitudes, easements, and rights-of-way; and, monitors terms of various agreements to ensure that files and records remain current and that the Parish maintains compliance with terms and conditions of agreements; advises supervisor of pending expiration dates

- Assists surveying crews in surveying rights-of-way and line for new construction and maintenance activities
- Prepares written descriptions of properties to be acquired
- Provides guidance to the development of a manufacturing process plan, including personnel requirements, material needs, subcontract requirements, facility needs, and equipment needs
- Performs administrative activities associated with the effective management of operations, including compiling, storing, and retrieving data for reports
- Determines responsibilities of assigned organization and staff positions to accomplish operational objectives
- Trains and ensures all assigned employees are aware of and comply with organizational policies, procedures, and regulations

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- Prepares legislative documents required for formal acquisition by the Parish Council
- Prepares reports, as required
- Assists in the preparation of the annual budget
- Assists in the completion of annual audit by retrieving departmental documents
- May receive and resolve complaints/questions/concerns received from state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding parish rights-of-way, servitudes, and construction occurring thereon
- All parish government employees in a declared emergency shall be considered essential personnel

#### **SUPERVISORY RESPONSIBILITIES**

May supervise part-time, temporary, and permanent staff in the performance of job duties.

#### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** Associate degree or higher from college or university or a certificate of completion from a technical school; or five (5) years related experience and/or training; or equivalent combination of education and training in public works construction administration and/or public land acquisition. Must possess the ability to exercise independent judgment within established systems and procedures. Substantial knowledge of laws and regulations public acquisition of property preferred.

**Language Skills.** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

**Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

## **OTHER SKILLS AND ABILITIES**

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper acquisition of public lands and facilities and basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems required.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is normally moderate and occasionally noisy.