



Right-Of-Way Agent and Surveyor Engineering

ENG/3 - 429

JOB SUMMARY

This position coordinates the acquisition of rights-of-way and performs land surveys.

MAJOR DUTIES

1. Acquires rights-of-way, access rights, and easements to support the development and construction of county projects in accordance with local, state, and federal requirements.
2. Performs and/or oversees surveying work on behalf of the county, including the collection of field data, the establishment of horizontal and vertical control, etc.
3. Assists with plan development and review for a variety of developments, including park improvements, road and bridge work and private development; obtains quotes and bids.
4. Investigates and responds to questions and complaints related to the department; enters data into software database.
5. Manages the county's utility permitting and relocation program; processes permits.
6. Maintains right-of-way records for county properties; conducts title searches; prepares forms; selects and works with appraisers; records plats and deeds; prepares legal descriptions.
7. Manages the county's permitting process for residential and agricultural driveways.
8. Collects traffic data to support county projects and studies; maintains a deploys sensors; processes and analyzes data; prepares reports.
9. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of surveying rules and practices.
2. Knowledge of state and federal laws regarding property rights.
3. Knowledge of surveying, engineering, and construction practices and principles associated with the implementation of transportation and land-development projects.
4. Knowledge of county development regulations.
5. Knowledge of county rules regarding utility permitting, placement, and maintenance.
6. Knowledge of traffic count principles and practices.
7. Skill in the use of computers and job-related software programs.
8. Skill in property research.
9. Skill in dealing with property owners.
10. Skill in the use of surveying equipment.
11. Skill in public and interpersonal relations.
12. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Engineering and Facilities Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Georgia Department of Transportation Right-Of-Way Acquisition Guide, Right-Of-Way Manual, and regulations for driveway and encroachment control; the county code; the county policy and procedure manual; the Policy on Geometric Design of Highways and Streets; and the Manual on Uniform Traffic Control Devices. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and technical duties. Heavy traffic and other inclement field conditions contribute to the complexity of the position.
- The purpose of this position is to manage right-of-way and surveying functions for the department. Success in this position contributes to the successful acquisition of property in support of county projects.

CONTACTS

- Contacts are typically with other county personnel, property owners, appraisers, title companies, state and federal regulators, utility company representatives, vendors, engineer, surveyors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office or outdoors. The employee may be exposed to occasional cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- *Education* – Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- *Experience* – Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- *Driver's License* – Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- *Professional Certification* – Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.