



CERTIFIED

JUL 23 2015

By Webb County
Civil Service Commission

ROW and Utility Coordinator Engineering

ENG/7
Pay Grade: 16

JOB SUMMARY

This position assists in the acquisition of rights-of-way and easements in support of county projects.

MAJOR DUTIES

- Participates in roadway right-of-way acquisition activities; ensures compliance with grant procedures and county policies; negotiates with landowners; answers landowner questions; secures landowner signatures.
- Collects information, including warranty deeds, contracts for sale, and other deed transactions.
- Conducts title searches.
- Performs data searches and utility locates.
- Prepares records of acquired and pending rights-of-way.
- Prepares and maintains related records.
- Coordinates meetings with a variety of stakeholders
- Performs related duties, as assigned by supervisor.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of right-of-way acquisition principles and practices.
- Knowledge of land surveying principles.
- Knowledge of real estate documents.
- Knowledge of related local and state laws, procedures and policies.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.

- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Sr. Engineering Project Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Uniform Relocation and Property Acquisition Act, Webb County Model Subdivision rules, and right-of-way acquisition state grant procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and technical duties. Negotiations with landowners contribute to the complexity of the position.
- The purpose of this position is to assist in the acquisition of rights-of-way and easements. Success in this position contributes to a well maintained and safe county infrastructure.

CONTACTS

- Contacts are typically with co-workers, other county personnel, property owners, engineers, land surveyors, attorneys, bank personnel, title company representatives, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing or walking.
- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education from an accredited institution.
- 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.
- Must have a high school diploma or GED from an accredited institution.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date