

# NEW CASTLE COUNTY GOVERNMENT

Number 0455


## CLASS SPECIFICATION

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Date 04/06/04

Title: CHIEF RIGHT-OF-WAY AGENT

Approved:



GENERAL STATEMENT OF DUTIES: Supervises the activities of Right-of-Way Agents and performs rights-of-way work of considerable difficulty; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, oversees, and coordinates the operation of right-of-way activities. In addition to performing duties related to the acquisition of rights-of-way for construction of public works projects, the employee is responsible for resolving special right-of-way problems. This employee must exercise persuasion in obtaining rights-of-way from property owners and works under the administrative supervision of a professional engineer.

EXAMPLES OF WORK: (Illustrative only)

- Schedules and makes work assignments to the Right-of-Way Agents and directly supervises their activities;
- Coordinates right-of-way requirements for the County and consults with engineering staff to coordinate this effort;
- Assists in the development and implementation of rights-of-way policy;
- Negotiates all fee simple transactions for rights-of-way for the County;
- Closely reviews recommendations and reports made by the Right-of-Way Agents;
- Performs the duties of a Right-of-Way Agent;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the field of real estate title and valuation work; thorough knowledge of the laws and procedures involved in the acquisition of land by eminent domain; good knowledge of topography and drainage features of land; some knowledge of the requirements as to form, content, and recording necessary to render such legal documents as are involved; ability to supervise, plan, and coordinate the work of subordinates; ability to establish and maintain effective relationships with property owners and the general public; ability to read plans and blueprints; ability to communicate courteously and effectively, both verbally and in writing; ability to keep records and to prepare reports on activities; ability to pass a Class III County physical examination.

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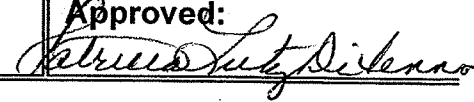
## CLASS SPECIFICATION

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Date 04/06/04

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**ACCEPTABLE EXPERIENCE AND TRAINING:** At least five years experience in construction, civil engineering, or real estate appraisal activities, including at least three years land acquisition experience and including at least one year experience in obtaining rights-of-way, and completion of a standard high school course or GED certificate program, preferably supplemented by two years of college with major course work in drafting or civil engineering; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### HISTORY OF REVISIONS

Established: 07/01/73  
Revised: 05/01/89  
Revised: 04/01/94  
Revised: 07/01/97  
Revised: 09/01/99  
Revised: 11/01/03  
Revised: 04/06/04