

Title: Right of Way Engineering Specialist	Effective Date: October 18, 2010	Grade: XIV	Job Category: Professional
Prior Title: Right of Way Engineering Specialist	Prior Effective Date: August 24, 2007	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for overseeing the review of all work completed by the Engineering Section of the Right of Way Division to ensure the accuracy and completeness of right of way plans and other documents. This position is also responsible for the maintenance and dissemination of all right of way plan records.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Oversee the preparation of right of way plans on collector projects.
- Review right of way plans and documents on collector projects.
- Oversee the preparation of legal exhibits.
- Direct the activities of Section personnel during the absence of the Section Head.
- Maintain awareness of all work in progress in the Section.
- Assist Departmental personnel and the public in the research of existing right of way on previously completed highway projects.

MINIMUM REQUIREMENTS

The educational equivalent to an associate's degree in computer-aided drafting and design (CADD) from an accredited college or university plus seven years experience in right of way plan preparation and/or review; OR, the educational equivalent to a high school diploma plus nine years experience in right of way plan preparation and/or review. High level of proficiency in CADD. Extensive knowledge of and ability to interpret highway construction plans and land surveys.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)