

Title: Right of Way Plans Designer II	Effective Date: March 23, 2011	Grade: XI	Job Category: Technician
Prior Title: Right of Way Plans Designer	Prior Effective Date: October 18, 2010	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direct supervision of the Right of Way Plans Designer III and with minimal oversight, this position is responsible for the complete design and preparation of right of way plans and legal descriptions for contracts to sell.

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.

- Collect and assimilate survey and abstract information for calculation of total individual land ownership.
- Prepare finished right of way plans through the use of computer-aided drafting and design (CADD) equipment and techniques.
- Interpret survey and design data to establish right of way limits.
- Calculate acquisition area and residual for individual land owners involved.
- Write metes and bounds descriptions for use in preparation of warranty and easement deeds.

MINIMUM REQUIREMENTS

The educational equivalent to an associate's degree in computer-aided drafting and design (CADD) from an accredited college or university plus two years experience as a Right of Way Plans Designer I or four years experience in right of way plan preparation or related field; OR the educational equivalent to a high school diploma plus four years experience as a Right of Way Plans Designer I or six years experience in right of way plan preparation or a related field using CADD. General knowledge of highway engineering and surveying principles.

("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.)

