Job Description

Job Title:	Right-of-Way Manager	Classification:	Classified
Department:	Public Works	Grade:	N21
Occupational Group:	Engineering	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under limited supervision; directs and manages the Right-of-Way program to ensure proper permitting, policies and safety requirements are followed, residents are notified, traffic control is managed and streets, sidewalks, curbs and yards are restored.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Supervises, trains, and evaluates work of Right-of-Way Technicians. Establishes schedules and methods for providing geographic information systems updates and rights-of-way services.
2. Reviews, updates and monitors franchise agreements with utility companies using the public rights-of-way.
3. Oversees work sites for adequate safety practices and compliance with approved traffic control plan. Oversees utility and contractor work in rights-of-way.
4. Coordinates preliminary and final review of subdivision plats.
5. Reviews preliminary construction plans for utility conflicts and rights-of-way purposes.
6. Resolves conflicts, answers questions and assists the public and contractors regarding right-of-way work. Oversees all right-of-way work.
7. Coordinates preliminary and final review of subdivision plats submitted to the City.
8. Monitors and interprets changes in regulations related to right-of-way functions and evaluates their impact on City activities; updates and implements procedural changes as necessary.
9. Coordinates and updates utility relocation recommendations and agreements between the City and utility companies.
10. Oversees the Right-of-Way Program.
11. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
12. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
13. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
14. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates ad coordinates with the City Human Resources Department to comply with rules and regulations

related to recruiting, hiring, and promotional processes.

Other Duties

- Integrates and coordinates right-of-way activities with other City departments, contractors and agencies.
- Reads and interprets right-of-way plans and other construction drawings for a variety of projects.
- Serves as a City representative on advisory boards, professional organizations and committees.
- Attends and participates effectively at departmental staff meetings and utility coordination meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Sub-professional construction standards and specifications; state and national lighting and utility locate codes, standards, products, and techniques; building codes; procedures for issuing various right-of-way permits; location of streets and addresses in the city; principles of supervision; CAD/GIS software and SeeClickFix; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with contractors, other City staff, the public and utility companies; effective oral and written presentations; supervising, coaching and evaluating personnel; analyzing and interpreting blueprints, construction plans and engineering designs/drawings; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Construction Management, Engineering Technology, Geomatics, or related discipline.

Experience: Three years in right-of-way management, construction management, engineering or a closely related field.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Must complete OSHA 30-Hour Safety Training Course within one (1) year of hire. Must complete and obtain IMSA Work-Zone Temporary Traffic Control Certification within one (1) year of hire.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds. Must possess the ability to operate a motor vehicle. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2024	Type of Change: New position
Revision details:	