

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: RIGHT-OF-WAY AND ENVIRONMENTAL AGENT
DEPARTMENT: TRANSPORTATION
REPORTS TO: SENIOR CIVIL ENGINEER

CLASS CODE: 21036
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general direction, performs responsible and complex professional and public contact work in determining ownership and valuation of property; secures property and property deeds, easements and access rights for public works projects, coordinates the environmental permitting process in compliance with all applicable regulations. Incumbents in the classification work at an advanced journey level requiring journey level skills in the fields of real property appraisal and environmental studies. Incumbents in this classification receive limited supervision within a framework of standard policies and procedures.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Prepares acquisition of Right-of-Way Agreements and negotiates with property owners to acquire at fair market value, rights-of-way necessary for public works projects.

Obtains permits and MOUs from the Department of Fish and Game, certifications and waivers from Regional Water Quality Control Board, permits from Army Corps of Engineers, and related activities.

Obtains right of entry agreements from property owners to allow temporary access to private lands; follows up regarding conditions of agreements; secures agreements for rock removal with property owners.

Consults with other staff members on engineering, survey, and construction matters associated with right-of-way and environment processes.

Prepares consultant service agreements for environmental and right-of-way professionals and reviews documents prepared by consultants.

Coordinates submittal of environmental documents to the State Clearinghouse; prepares environmental matters for review by the Board of Supervisors in public hearings.

Prepares professional real property appraisals of lands to be acquired for right-of-way in compliance with the Federal Uniform Relocation Act; FHWA and Caltrans regulations, State of California Eminent Domain Law, the Uniform Standards of Professional Appraisal Practice; reviews real property appraisals.

Assists other County departments, other public agencies, utility companies, and the general public in matters pertaining to rights-of-way, land acquisition, or ownership.

Drafts procedures to implement changes in laws including those requiring revisions in or additions to County regulations and procedures by action of Board of Supervisors.

Researches County's rights-of-way and ownership of properties affected by present or proposed rights- of-way, and reviews property descriptions.

Coordinates with public utility companies for utility facility relocations for Transportation Department projects.

Coordinates County's interests in matters of State Highway relinquishments and Transportation Department interests in matters relating to disposal of surplus properties.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer Calculator Vehicle General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Economics, Environmental Studies, or a related field; and,

Two to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

State Certified Real Estate Appraisal License (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Real estate title work and sources to be checked to determine ownership and legal descriptions of property.

Forms, terminology and procedures utilized in recording deeds and in obtaining dedications of land.

Applicable state, federal and local ordinances, laws, rules and regulations.

Principles, practices, and terminology utilized in land survey and property acquisition work.

Recordkeeping, report preparation, filing methods and records management techniques.

Standard business arithmetic, including percentages and decimals.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to perform analytical work carefully and accurately.

Ability to conduct effective negotiations.

Ability to read and interpret maps, plans, blueprints and real property descriptions.

Ability to speak effectively before public groups and respond to questions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally required to stand, walk, and lift and/or move up to 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, work near moving mechanical parts, and work in high precarious places.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.