



## DOT - DISTRICT PERMIT OFFICER, SENIOR

### **CHARACTERISTICS OF WORK:**

This is senior-level professional work in coordinating all aspects of the construction and encroachment right-of-way permit programs for a district of the Department of Transportation (MDOT). Employees are assigned final responsibility for reviewing and recommending the approval of permits for all initial encroachment onto highway right-of-ways as well as subsequent relocation following highway construction. The work requires knowledge of applicable federal and state laws, rules, and regulations governing right-of-way encroachment; skills in public relations and negotiating; and extensive travel. Employees coordinate the work of technicians responsible for preliminary site review, unlawful encroachment inspection, or limited construction or encroachment permit review. General supervision is received from a District Maintenance Engineer or Construction Engineer or other administrative superior.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university in Civil Engineering, Industrial Engineering, Architecture, Engineering Technology, Industrial Technology, Architectural Technology, Construction Technology, Drafting and Design Technology, Mathematics, or a related field;

**AND**

#### **Experience:**

Four (4) years of experience in highway construction activities.

**OR**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

**Experience:**

Eight (8) years of experience in work related to the described duties, four (4) years of which must have been in highway construction activities.

**Substitution Statement:**

Related experience may be substituted on an equal basis, except there shall be no substitution for four (4) years of experience in highway construction activities.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or bend.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

**TECHNICAL COMPETENCIES:**

**Communications and Building Coalitions:** Explains and advocates facts and ideas in a convincing manner while communicating and negotiating with individuals and group.

Listens effectively to ensure mutual understanding and clarifies information as needed. Expresses technically accurate facts and ideas in a clear, convincing, logical and organized manner. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Interacts professionally both over the telephone and in person with all types of people under a wide array of stressful and working relationships. Persuades others, builds consensus, through give and take. Gains cooperation from others to obtain information and accomplish goals. Facilitates win-win situations. Provides public with information pertaining to rights-of-way, assigned programs, and other related information.

**Technical Expertise:** Serves as a technical consultant to the public.

Possesses the skills in reading maps, plans, and blueprints. Possesses understanding in distance measurement. Possesses knowledge of legends and compasses. Coordinates encroachment work required for final review and approval of right-of-way permits. Interprets laws and regulation and reviews problems relating to encroachments. Possesses knowledge in areas of fieldwork such as plan reading, soil mechanics, earth-dirt work, storm water drainage, roadway design, and traffic engineering. Possesses vast knowledge of rules, regulations, and laws. Maintains effective public relations when addressing questions from the public.

**Problem Solving/Decision Making:** The ability and willingness to work with people to identify and solve problems in order to effectively and efficiently complete assigned tasks.

Makes timely and effective decisions to produce desirable results. Understands and applies procedures, requirements, and policies. Exercises good judgment in structuring and organizing work. Develops insights into situations and applies innovative solutions beyond those traditionally considered to projects, programs, and problems.

**Professional Maturity:** Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Able to assess the situation and appropriately respond under the confines of standard operating procedures. Exhibits the appropriate degree of confidence, assertion, tolerance, patience, and empathy. Knows when to refer an issue to the appropriate level of management. Complies with agency standards. Responds appropriately to supervision and administrative decisions. Exhibits positive, influential attitude and work ethic among peers. Takes initiative to accomplish goals. Maintains appropriate standards of confidentiality and objectivity.

**Technical:** Is proficient in operating technical equipment in performing duties of the job.

Uses computer software to complete assigned tasks, meet agency goals, and produce required results.

## **MANAGEMENT COMPETENCIES**

**Emotional Maturity:** Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

**Macro Oriented:** Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

**Working Through Others:** Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

**Results Oriented:** Plans effectively to achieve or exceed goals; sets and meets deadlines.

## **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Coordinates activities between public utility companies and MDOT regarding construction projects.
2. Reviews and approves permits for all initial encroachment onto highway rights-of-way and relocation resulting from highway construction.
3. Coordinates encroachment work required for final review and approval of right-of-way permits.

## **EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Coordinates activities between public utility companies.

Meets with residential property owners, business managers, utility and municipal officials, and geophysical firm members to determine the type of encroachment requested and to discuss laws, rules, and regulations applicable thereto.

Receives requests for and authorizes the issuance of permits for initial encroachment of utility lines, driveways and drainage structures, billboards, and buildings onto state owned right-of-ways; issues permits allowing for grading, clearing, and land filling operations on property adjoining right-of-ways.

Ensures the completion of all required permit application forms indicating topographical characteristics and location of existing and proposed adjoining right-of-ways.

Regularly inspects highway for illegal encroachments and takes necessary steps to end the process.

Reviews property characteristics such as right-of-way widths, property lines, drainage requirements, and structure and utility line locations by studying project plans and aerial photographs and making on-site inspections; determines the best location for encroachments in terms of safety and drainage requirements and ease of right-of-way maintenance.

Sketches detailed drawings of proposed encroachment locations and forwards to draftsman for drawing to specification.

Inspects initial encroachment work in progress to determine compliance with permit requirements; advises contractors of need for corrective action and ensures that such measures are implemented.

Coordinates encroachment work with that of DOT-Highway Maintenance Superintendents and Supervisors; interprets laws and regulations and reviews problems relating to encroachments and advises field maintenance supervisors accordingly.

Prepares affidavits attesting to the review of required paperwork; forwards documents and supporting data to the Right-of-Way Division for subsequent review and approval by the Transportation Commission.

Coordinates the work of technicians responsible for preliminary site review, unlawful encroachment inspection, limited construction, or encroachment permit review, or other work acting in support of the final review and approval of right-of-way permits.

Schedules site meetings and encroachment work of staff to ensure work is done effectively and efficiently.

Works with individual permit officers to make sure work is progressing.

Reviews work of permit officers to ensure requirements have been met.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.