



DOT - RIGHT OF WAY AGENT

CHARACTERISTICS OF WORK:

This professional and technical right-of-way work involves the acquisition of property necessary for construction and maintenance of the state transportation system. Employees in positions allocated to this class perform duties of average difficulty involving abstract of title, appraisal, relocation assistance, acquisition, property management, engineering, environmental, utilities, and communication with local public agencies while employing the property principals, practices, and procedures for professional right-of-way work. The incumbent provides technical assistance and guidance to lower-level agents. The journey level of work in this class differs from the Right of Way Agent Senior class in that incumbents in the Right of Way Agent Senior level function as lead workers and are given more latitude for independent action. General supervision is received from an Agent in a higher classification.

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 Master's Degree from an accredited four-year college or university.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

One (1) year of experience related to the described duties.

OR

Education:

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

AND

Experience:

Five (5) years experience related to the described duties.

Substitution Statement:

Graduation from a standard four year high school or equivalent (GED), related education, and related experience may be substituted on an equal basis.

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 stand; walk; sit; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to climb or balance.

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 groups.

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.

Technical Proficiency: The ability and willingness to exhibit competency in the technical areas needed to do a specific job.

Performs right of way work employing the proper property principals, practices, and procedures. Conducts appraisals of residential, agricultural, commercial, industrial, and special purpose properties. Provides relocation advisory assistance to displaced owners; explains relocation assistance services available to owners; estimates housing replacement needs; computes replacement costs and moving expenses. Negotiates acquisition of property; contacts owner, makes monetary offer for property and damages, and explains right-of-way requirements and construction features. Performs duties involving the abstract of title, appraisal, relocation assistance, acquisition, property management, engineering, environmental, utilities, and communication with local public agencies.

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.

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. Under general supervision of an Agent of higher grade, conducts real estate market analyses and market value appraisals of residential, agricultural, commercial, industrial, and special purpose properties.
2. Under general supervision of an Agent of higher grade, manages and oversees activities for Right of Way clearance, coordinating information between property owners, MDOT personnel and other agencies.
3. Determines all parcels of land to be investigated and performs activities to complete and perfect a chain of title.

4. Coordinates the acquisition of property and the relocation of property owners.

EXAMPLES OF WORK:

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

Appraises property to be acquired for right-of-way purposes.

Gathers necessary data from market place and from contractor cost proposals to develop fair market value estimate and/or relocation assistance cost estimate.

Provides relocation advisory assistance to displaced owners; explains relocation assistance services available to owners; estimates housing replacement needs; computes replacement costs and moving expenses.

Negotiates acquisition of property; contracts owner, makes monetary offer for property and damages, explains right-of-way requirements and construction features.

Conducts detailed search of property ownership records in courthouse to determine delineation of title of property to be acquired.

Estimates retention/salvage value of buildings and other improvements on the right-of-way and inspects sites to coordinate and ensure removal of these improvements.

Coordinates maintenance and upkeep of Right of Way Division Field Offices; manages properties owned by the Mississippi Department of Transportation (MDOT).

Identifies, locates, and reports possible contaminated sites.

Communicates with utility companies and local public agencies and gathers necessary data to develop cost estimates.

Provides advisory assistance to owners of utility facilities; explains costs reimbursement; explains utility relocation plan development; coordinates scheduling of utility relocation; reviews contracts for compliance with applicable regulations.

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.