

Right-of-Way Manager

Dept/Div: Highway

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult skilled technical work overseeing the acquisition of private and public land, issuing environmental permits, coordinating bridge inspections, assisting in overall administration of the Engineering Department, and related work as apparent or assigned. Work is performed under the limited supervision of the County Engineer. Continuous supervision is exercised over Sign Technician.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Manages all duties and aspects required for the acquisition of private and public lands.
- Manages all duties and aspects of the environmental permitting system.
- Assists the Public Work Director/County Engineer in the overall administration of the engineering department.
- Coordinates the proper implementation of the MNDOT bridge inspection program and MNDOT needs program.
- Manages the county highway right-of-way permitting system.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; general knowledge of attendance records and time sheets; thorough ability to interpret engineering plans and documents, Uniform Relocation Assistance and Real Property Acquisition policies, Minnesota rules and statutes, Minnesota DOT technical manuals, utility relocation manuals; thorough knowledge of legal documents, permits, request for proposals, storm water prevention programs, structure inspection reports; thorough knowledge of standard office equipment, engineering devices; thorough knowledge of standard office software, Autodesk computer aided design, one office highways accounting; comprehensive knowledge of Minnesota DOT Needs Program, Sims Bridge Inspection program; ability to operate a vehicle; ability to make arithmetic computations; knowledge of governmental accounting practices; working knowledge of algebra and trigonometry; ability to communicate complex engineering plans to the public.

Education and Experience

Associates/Technical degree with coursework in Civil Engineering Technology, or related field and extensive experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and frequently standing, walking and sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Minnesota DOT Certified Bridge Inspection Team Leader
Minnesota DOT Certified Grading and Base Level 2
Minnesota DOT Certified Bridge Construction Level 2
Certified Design of Storm Water Pollution Prevention Plan
Minnesota DOT Needs Training
GASB - 34 Infrastructure Reporting
Minnesota DOT Re-Certification Training
Computer Aided Design Training
Minnesota DOT Structure Inspection (SIMS)
Valid driver's license in the State of Minnesota.