

POSITION DESCRIPTION

Title: Right-of-Way Technician II

Department: Highway Department – Pre-Construction Section

Job Analysis: September 2013, September 2018, April 2022, November 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Right-of-Way Manager, Pre-Construction Manager, Assistant County Engineer, County Engineer

Subordinate Staff: None

Internal Contacts: Operations Members, Area Supervisors, Pre-Construction Design Members, Geospatial Members, Utility Inspectors, Planning and Zoning Members, Survey Crew, Utility Inspectors, and other County Employees

External Contacts: General Public, Consultants, Contractors, Utility Companies, ALDOT, and other Officials

Status: Classified/Non-Exempt (311)

Job Summary

To successfully complete any job/duty as deemed necessary by the ~~Right-of-Way~~Right-of-Way Manager and/or Pre-Construction Manager or his/her designee.

Job Domains

1. Composes and completes documents, forms, reports, letters, memorandums, deeds, maps, negotiator reports, agreements, progress reports, status reports, sign inventories and other related documents so that all work associated with the acquisition and relocation of private property for public purposes is performed properly.
2. Contacts citizens and negotiate the purchase of ~~Right-of-Way~~right-of-way. Must be able to follow all State and Federal Guidelines and Alabama Department of Transportation (ALDOT) procedures for acquiring ~~Right-of-Way~~right-of-way.
3. Gathers information for preliminary estimates, ~~Right-of-Way~~right-of-way map preparation and any other item deemed necessary to successfully perform the ~~Right-of-Way~~right-of-way acquisition process.

4. Communicates with individuals such as supervisors, co-workers, negotiators, appraisers, lawyers, subordinates, property owners, real estate agents, federal, state and local officials, contractors, private engineers/consultants and the general public, and when necessary document this contact for right-of-way acquisition purposes.
- ~~5. Creates maps in GIS software while following layout standards. Creating shapefiles, geocoding data, collecting, analyzing and presenting spatial GIS data. Database creation and coordination.~~
- ~~6.5.~~ Assist with ~~and manage~~ right-of-way vacations as directed by the ~~Pre-Construction~~ Right-of-Way Manager.
- ~~7.6.~~ Understand and perform the steps necessary to locate the legal property owners by researching the Baldwin County Probate Records.
- ~~8.7.~~ Prepare basic GIS location maps and right-of-way research sketches.
- ~~9.8.~~ Perform basic functions within CAD software.

Knowledge, Skills, and Abilities

1. Federal and State guidelines for ~~Right-of-Way~~ right-of-way acquisition (preferably Alabama Department of Transportation guidelines and standards).
2. Right-of-~~Way way Mapping~~ mapping, ~~Deed deed, & and Sketch sketch~~ preparation.
3. Negotiations (~~Knowledge knowledge of Federal federal Real real Estate estate Acquisition-acquisition Policies policies~~, Alabama Department of Transportation ~~Procedural procedural~~ guidelines as they relate to relocation assistance.)

Physical Characteristics

1. See well enough to read deeds and ~~Right-of-Way~~ right-of-way drawings.
2. Hear well enough to talk on telephone and deal with general public.
3. Speak well enough to discuss projects with supervisors, co-workers, consultants, the general public, and ~~Engineers~~ engineers.

Other Characteristics

1. Willing to work overtime and weekends when necessary.
2. Willing to attend meetings and other work activities after work hours.

Minimum Qualifications

1. Associate's Degree or minimum of ~~four (4)~~ two (2) years' experience in ~~right-of-way~~ Right-of-Way acquisition preferred but not required.
2. Have a valid driver's license.