

RIGHT OF WAY MANAGER

JOB DESCRIPTION

Classification Responsibilities: A Right of Way Manager is responsible for performing a variety of complex professional and supervisory tasks that involve extensive analysis and detailed implementation. The Right of Way Manager fully evaluates current resources within the assigned section as well as pertinent related resources in the Engineering department and privately-owned Utilities and Telecommunications companies. Specifically this position will administer and enforce the Right of Way Management Program; negotiate right of way management permits and related services for telecommunications providers and utilities to assure equitable recovery of revenue for use of and damage to public right of way and protection of public interests; confer with City Management, Directors, Attorneys, and other staff to resolve major operating and administrative issues relating to the Right of Way Management; direct professional, technical, skilled and other employees in the development and administration of Right of Way Management Program to include reviewing and preparing various right of way use and excavation permits used by the City, private utilities, contractors and excavators; conduct inspections of right of way with staff to determine recommended action and direct activities with other departments, divisions and agencies on various programs and projects; contact and meet with the public, community groups, utility companies and contractors to ensure optimum project coordination; direct the preparation of reports and recommendations; review revisions and modifications to the City Right of Way Management Geographic Information System maps and develop strategic plans for establishing the City's Right of Way Management GIS Program which involves conducting research, recommending improvements and assessing outcomes; and prepare the budget for assigned fund(s), monitoring expenditures, and adjusting work programs to prevent overruns and conduct presentations before the City Boards and City Council. This class is responsible for performing related duties as required.

Distinguishing Features: The Right of Way Manager is expected to exercise considerable initiative and independence in the management of the Right of Way Program. The work involves extensive contact with City departments and outside agencies along with periodic contact with City Council. This class is responsible for supervising professional staff. This class is supervised by the City Engineer who reviews work through reports, conferences, and overall results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Computer Science, Planning, Real Estate, or a closely related field. Extensive (5+ years) increasingly responsible professional experience in engineering, construction and maintenance of streets, and/or construction and maintenance of utility projects. Three years of supervisory experience.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Licensed to practice engineering in the State of Arizona as a Professional Engineer is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, management, engineers, architects, and citizens both orally and in writing for the purpose of coordinating right of way activities and sharing information. Provides information to City Council, City management and citizen committees. Coordinates meetings with other departments and outside agencies regarding the City's right of way. Prepares documents and reports using clearly organized thoughts, proper sentence construction, punctuation, and grammar for various users.

Manual/Physical: Enters data or information into a personal computer (PC) to produce reports, worksheets, and to calculate and reconcile information. Scans the content of a computer monitor screen to detect minor changes in detailed information. Inspects, monitors, and evaluates work to determine compliance with plans, specifications, and requirements. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and inspect various sites. Operates a variety of standard office equipment including a personal computer. Moves plans and specifications of various weights for distances up to fifty feet. Meets scheduling and attendance requirements.

Mental: Supervises and evaluates the work of subordinate personnel. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational and other work-related problems. Coordinates work activities and program functions with other City departments, other cities, and other agencies. Conducts research and analyzes data regarding the design and construction of City projects. Comprehends and makes inferences from written material. Understands and interprets blueprints, schematic drawings and layouts to ensure compliance with specifications and other requirements.

Knowledge and Abilities:

Knowledge of:

construction and maintenance practices related to streets and utility projects; engineering principles and practices;
applicable codes and ordinances related to streets and utilities; laws pertaining to the use, acquisition and disposition of property; statistical mathematics and variance analysis;
strategic planning procedures, techniques, and methods;
deed and tract restrictions, zoning ordinances, and all other real estate instruments; automated mapping/facility mapping practices, procedures, and standards;
geographic information system standards, practices and procedures in a multi-user environment;
principles and practices of supervision, training, and personnel management;
administrative and management practices, including budget preparation and administration; and
content and format of presentations and reports.

Ability to:

render proper estimates on right of way infrastructure damage and deterioration
establish and maintain effective working relationships with City staff and the general public; negotiate permit vacancies, renewals, and penalties with right of way users;

communicate clearly and effectively, both verbally and in writing; exercise independent judgment; and perform the physical requirements of the position.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/24

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 38-200

PAY GRADE: 61

IND-9410

SWORN-No