

## **ASSISTANT RIGHT OF WAY MANAGER**

### **JOB DESCRIPTION**

**Classification Responsibilities:** Under general supervision, an Assistant Right of Way (ROW) Manager performs professional engineering work, project management, and utility coordination for the City's Capital Improvement Program (CIP) and related duties as required. The duties as an Assistant ROW Manager include performing utility coordination to prevent utility conflicts from disrupting the critical path of CIP projects and assisting with the enforcement of licensing agreements, City code, design standards, and the review of project documents. The classification will coordinate regular meetings with private utility companies and contractors to review methods of construction, resolve conflicts and traffic impacts, and determine routes and new facility locations while preserving City pavement, aesthetics of above-ground equipment, and developer undergrounding limits. The Assistant Right of Way Manager reviews and prepares various right of way use and excavation permits used by the City, private utilities, and contractors. The incumbent will conduct inspections of right of way with staff to determine recommended actions and directs activities with other departments, divisions, and agencies on various programs and projects. The Assistant ROW Manager will manage the SRP Aesthetics Program and maintain and monitor funds expenditure rate. This position will also manage the Non-City resource tools to assist City project managers, plan reviewers, City departments, and stakeholders on the location of private utilities. The position will address resident and business complaints and handle neighborhood projects that necessitate public outreach efforts. This class will oversee Engineering Designers assigned to utility coordination duties and use independent judgement and initiative in making technical and supervisory decisions of considerable difficulty.

**Distinguishing Features:** Employees in this class will apply principles, procedures, and practices associated with the construction of private utilities and cable infrastructure. This class will review engineering plans for proposed CIP projects, public works, and other city department projects to better predict the implications of private relocations and/or removals and work with the private utility companies to navigate, mitigate, and resolve utility conflicts. The class will maintain a report of active private utility conflicts with city-related projects and unresolved issues. This class has supervisory responsibilities. Prepares documents and reports using clearly organized thoughts, proper sentence construction, punctuation, and grammar for various users. Work is performed under the general direction of a Right of Way Manager, Assistant City Engineer, or other management-level staff. This class is FLSA exempt-professional.

### **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 electrical, Civil Engineering, or related field. Considerable (3-5 years) professional experience in one or more of the following areas: engineering, construction, and/or right of way management. Some (1-3 years) supervisory experience.

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

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience with project management, civil engineering, or roadway design.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, public officials, and others to perform assigned duties. Instructs and trains subordinates or others regarding engineering standards and procedures and the City's Capital Improvement Program. Communicates real-time activity and timelines to complete coordination activities with engineering and other department teams. 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. Prepares written documents such as: emails, letters, memos, specifications, reports, and studies with clearly organized thoughts and using the proper sentence structure, punctuation, and grammar in order to convey or obtain information. Communicates clearly, both verbally and in writing, on complex, technical, and controversial issues.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures. Operates a motor vehicle requiring a valid Class D Arizona Driver's License to perform field inspections of projects as well as to meet with outside agencies and utility companies. 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 Class D Arizona Driver's License to attend meetings and inspect various sites. Operates a variety of standard office equipment including a PC. 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 by analysis, reviews with involved parties, and develops and evaluates alternatives. Coordinates work activities with other City departments; other cities; or other state, federal, and local agencies. Follow and generate oral and written instructions and communicate effectively in a courteous manner. Comprehends and makes inferences from written material including specifications, standards, letters, plans, and memos. Understands and interprets engineering plans and schematic drawings.

## **Knowledge and Abilities:**

Knowledge of:

ADOT Utility Coordination Guide for design Consultants manual, ADOT Guide for Accommodating Utility on Highway Right-of-Way manual, Public Improvement Project Guide (PIPG), engineering design, and construction standards and materials;

read and interpret construction drawings;  
the principles and practices of civil engineering, and construction and maintenance practices related to streets and utility projects;  
applicable codes and ordinances related to streets and utilities;  
principles and practices of supervision, training, and personnel management;  
methods and techniques used in the delivery of public underground utility lines, public street improvements;  
principles, procedures, and practices associated with the construction of private utility infrastructure and their relationship to state and federal legislation;  
city and departmental programs, policies, and functions;  
federal, state, and local regulations and codes, and the engineering standards pertaining to the delivery of the projects assigned;  
permitting process; and  
symbols and terminology used in engineering drawings.

Ability to:

write project special conditions and construction notes precisely;  
establish and maintain collaborative working relationships with City officials, other professionals, contractors, coworkers, and the general public;  
provide common sense solutions and logical answers to complex issues;  
apply attention to details and interpersonal skills, including the ability to lead a team;  
gather information, organize data, and effectively report on the status of numerous items;  
actively looking for ways to help the public and city staff;  
identifying the nature of problems, as well as the key causes that must be changed to achieve a goal;  
work quickly and accurately under pressure to meet deadlines for project completion;  
determine adherence to specifications on a variety of construction jobs; and  
communicate effectively and persuasively with contractors and developers in securing compliance with specifications, plans, and ordinances.

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.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 49 200

PAY GRADE: 57

IND-9410

SWORN-No