

Title: Right of Way Plans Designer III	Effective Date: May 11, 2012	Grade: XIII	Job Category: Technician
Prior Title: Advanced Right of Way Plans Designer	Prior Effective Date: March 23, 2011	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the supervision of Right of Way Plans Designers, review and approval of the work completed by subordinates, and review and approval of right of way plans prepared by consulting engineering firms.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Direct activities of the Right of Way Plans Designers.
- Assist in the interpretation of survey and design data to establish right of way limits.
- Thoroughly review right of way plans before distribution to other sections.
- Review right of way plans prepared by consulting engineering firms.
- Answers queries from property owners and Department personnel.
- Work closely with Survey and Design Divisions.

MINIMUM REQUIREMENTS

The educational equivalent to an associate's degree in computer-aided drafting and design (CADD) from an accredited college or university plus four years experience as a Right of Way Plans Designer II or six years experience in right of way plan preparation or related field; OR the educational equivalent to a diploma from an accredited high school plus six years experience as a Right of Way Plans Designer II or eight years experience in right of way plan preparation or a related field using CADD. General knowledge of highway engineering and surveying principles.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

