

Title: Lead Right of Way Plans Designer	Effective Date: August 28, 2023	Grade: XIV	Job Category: Technician
Prior Title: Lead Right of Way Plans Designer	Prior Effective Date: June 19, 2021	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, 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 Department of Transportation is an "at will" employer.

- Train and provide direct assistance to 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.
- Coordinate and prepare finished right of way plans through the use of computer-aided drafting and design (CADD) equipment and techniques.
- 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

Education and experience: The educational equivalent to an associate’s degree in computer-aided drafting and design (CADD) from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school plus two years of experience in right of way plan preparation or a related field using CADD. Experience as a Right of Way Plans Designer or similar experience. Experience in a leadership capacity.

Knowledge, skills and abilities: General knowledge of highway engineering and surveying principles. Effective leadership and communication skills. Ability to train others.

Working conditions: Office environment.

("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.)