

Title: Right of Way Plans Designer	Effective Date: August 28, 2023	Grade: X	Job Category: Technician
Prior Title: Right of Way Plans Designer	Prior Effective Date: June 24, 2017	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for the complete design and preparation of right of way plans and legal descriptions for contracts to sell.

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.

- Collect and assimilate survey and abstract information for calculation of total individual land ownership.
- Interpret survey and design data to establish right of way limits.
- Calculate acquisition area and residual on individual landowners involved.
- Prepare finished right of way plans through the use of computer-aided drafting and design (CADD) equipment and techniques.
- Write metes and bounds descriptions for use in preparation of warranty and easement deeds.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a Drafting Certificate from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school plus one year of experience in right of way plan preparation or in a related field using CADD.

Knowledge, skills and abilities: Working knowledge of Microsoft Word, Excel, and Outlook.

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.)