

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV97613</b>
<b>Job Class Code:</b>	<b>700</b>	<b>Salary Schedule:</b>	<b>ANONREG</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>S7</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>04/23/84</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/00</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Transportation Series

**JOB CODE TITLE:** TRANSPORTATION RIGHT-OF-WAY DELINEATION TECHNICIAN III

**HRIS TITLE:** TR R-W DELINEATION TECH III

**WORK DESCRIPTION:** Supervises and directs the activities of the Delineation Branch within Right-of-Way Plans Services; schedules work assignment for lower level staff; reviews and approves all projects completed within the work unit.

**WORK ACTIVITIES:** Devises a schedule of work or itinerary agenda or timetable for subordinates on a daily or weekly basis, within a work unit.

Resolves problems and questions presented by subordinate workers regarding work methods and processes. Directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Writes legal land descriptions from available data.

Conducts visual field survey and constructs maps showing location of utilities in building complex and other areas. Makes computations of distances, dimensions and other measurements from aerial survey photographs. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation.

Devises a schedule of work or itinerary, agenda or timetable, or establishes priorities for self and subordinate level workers on a daily or weekly basis. Reviews and evaluates work performance of subordinate workers; confers with workers; writes report for management and for record.

Searches blueprints, maps, charts, records, and diagrams for specific information regarding current facilities buildings construction or past work done in a future work site.

Performs related tasks as required.

**WORK CONDITIONS:** No unusual work conditions.

**SUPERVISION:** Works under the general supervision of the Transportation Right-of-Way Plans Supervisor and exercises some independent judgment within well-defined agency standards and guidelines.

**WORK RESULTS/PRODUCTS:** Completed sets of legal descriptions as required for the acquisition of land for highway purposes; schedules work assignments for subordinate staff; reviews projects completed within the work unit.

**RESPONSIBILITY:** Timely and accurate completion of Right-of-Way legal land descriptions; quality control review of projects, scheduling and assigning activities to subordinate staff.

**AUTHORITY:** Approves and disapproves all projects completed in the work unit

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** right-of-way appraisal, acquisition and the search methods, procedures and techniques; Federal and State statutes and agency standards, policies, and procedures applicable to the area of assignment; the principles and practices of engineering and land surveying; research methods, procedures and techniques.

**Skill/Ability to:** work management and work leadership; oral and written communication; analyzing and evaluating a variety of technical data; reading and interpreting legal land descriptions.