

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Right-of-Way Technician</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>EC25</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Engineering Support</u>

PRIMARY PURPOSE:

Writes legal descriptions and does title searching at County Courthouse for City Right-of-Way projects.

SUPERVISION:

Under the direct supervision of the Right-of-Way Supervisor.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Investigates maps, deed records and abstract books to determine ownership of properties.
2. Prepares individual dedication deeds for each parcel and determines ownership of property.
3. Completes and maintains records of deeds and an inventory of City property. Assists in compiling records and data for condemnation proceedings when necessary.
4. Prepares and completes necessary deeds, titles, easements, etc.
5. Utilizes appropriate equipment including the use of computer aided design (CAD) systems as assigned.
6. Utilizes appropriate computer applications to carry out assigned work including inputting data in the computer aided GIS and design systems to provide maps and engineering drawings as well as processing data collected in the field with electronic equipment.
7. Maintains accurate records and prepares required reports which include reducing field notes, preparing field sketches, and reviewing notes for completeness and accuracy.
8. Reads and analyzes survey data, blueprints, construction plans and drawings, legal descriptions, written instructions, field notes, property descriptions, etc., to perform engineering work.
9. Responds to phone and in-person informational requests from contractors and the general public regarding sanitary sewer, street, flood plain, etc. locations and other general information.
10. Drives to various construction locations and/or work sites to conduct surveys, gather on-site information, and perform general inspections; may travel to other vendor locations to locate necessary supplies, materials, etc., as assigned.

IMPORTANT FUNCTIONS:

1. Attends workshops, seminars and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

A basic knowledge of surveying principles and methods; knowledge of real estate transactions or basic understanding of land transactions desired. A knowledge of principles, procedures, and equipment involved in drafting and/or survey work. Knowledge of PC and workstation computers with computer aided design and crafting systems (CAD) with preference given to ARC-INFO and/or AutoCAD/DCA software experience.

Abilities

Read, understand and interpret plans and specifications, deeds, titles and legal property descriptions; research county land title records and determines property ownership; prepare standard legal property descriptions; calculate land areas; perform routine drafting and mapping duties; maintain accurate records and prepares brief reports; communicate effectively both orally and in writing; follow oral and written instructions; deal effectively and courteously with associates and the public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Two years of college or vocational/technical training in business, real estate, drafting, engineering or a related field, plus two years of experience as a real estate broker, title examiner, abstract clerk/searcher, engineering technician or a related area.

Physical Requirements

Performs bending, sorting and reaching from ground to overhead; must be able to hold and grip objects; must have the ability to operate a computer keyboard and/or mouse; must be able to push, pull, lift and carry up to 25 pounds for filing and other related tasks.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties on City business, must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 2294
Comments:	Updated Abilities	Date: May 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____