

Title: Utilities Right-of-Way Officer
PG: 58
Status: Civil Service
Position Reports to: Contracts Administration
Department: Lakeland Electric

Class Code: 2082
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible professional work involving the process of land and easement acquisition, reviewing and writing legal property descriptions, organizing and maintaining property records, and developing some utility policies. The employee may have responsibility for projects, exercising considerable latitude in completion of projects within the scope of City and Department policy. Work involves extensive public contact and negotiation. Supervision with the scope of a project may be exercised by this classification.

ESSENTIAL FUNCTIONS:

1. Secures utility easements and property for all electric divisions of the department.
2. Writes, reviews, and interprets property descriptions for land and easements.
3. Negotiates in behalf of the department for required land and easements.
4. Advises and assists in site acquisition for any property or easement required by the department.
5. Performs cost evaluations of property required by the department.
6. Develops and maintains efficient easement filing and records system.
7. Directs a project or portions of a project relating to division and/or department policy.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge in the legal aspects of public property acquisition.
2. Knowledge of E&W transmission and distribution design practices.
3. Knowledge of surveying practices and procedures.
4. Knowledge of spreadsheets and word processing.
5. Ability to read, write and interpret legal property descriptions, title work and formal real estate appraisals.
6. Ability to understand contracts, option agreements, and other legal documents that relate to property.
7. Ability to communicate effectively and maintain good public relations which may include conducting public meetings.
8. Ability to supervise other employees.
9. Ability to write clear, concise reports to communications.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a BS or BA degree.
2. Two (2) years of experience in property easement work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

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SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.