

**Title:** Right-of-Way Liaison Specialist  
**PG:** 47  
**Status:** Civil Service  
**Position Reports to:** Contracts Administrator  
**Department:** Lakeland Electric

**Class Code:** 2198  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is a responsible professional position which obtains utility easements and road way utility permits for various engineering groups; assists with land/easement acquisition for electrical/water projects; assists in eminent domain proceedings, and acts as a liaison to other utilities and government agencies. Work is performed within broad policy and organizational guidelines. The position requires independent planning and implementation. Progress on major activities is reported through periodic conferences and meetings.

**ESSENTIAL FUNCTIONS:**

1. Investigate and research the existence of existing easements and/or the economics of obtaining an easement.
2. Make recommendations for alternatives pertaining to City of Lakeland property rights regarding easements.
3. Prepare and process permits for Lakeland Electric for the City of Lakeland, Polk County, State of Florida—Department of Transportation (FDOT) and CSX Railroad.
4. Act as utility liaison to other utilities and governmental agencies and administer current practices and procedures with reference to the following: TECO/Peoples Gas, Verizon, Bright House Networks, Polk County Utilities, FDOT, TECO Electric, WREA, Peace River Electric, Bartow Electric, Central Florida Gas, AT&T and Florida Gas Transmissions.
5. Prepare and give operations training courses to City Engineers and Engineering Technicians on easement preparation and permit application processes.
6. Prepare and review Pole Attachment Lease Agreements with various utilities to insure that the interests of the City of Lakeland and Lakeland Electric are protected.
7. Attend and actively participate in the following utility organizations to protect the rights and interests of the City of Lakeland and Lakeland Electric: Polk County Utilities Group Meeting (Monthly), FDOT District Meeting (Semi-Annually), and the Florida Utilities Coordinating Committee (Quarterly).
8. Monitor negotiations to affect savings throughout the year for the financial interests of the City and Lakeland Electric.
9. Review and respond to requests to vacate rights-of-ways and easements pertaining to Lakeland Electric from City of Lakeland, Polk County and individual property owners.
10. Assist in land acquisitions on eminent domain projects.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of right-of-way/easement practices, regulations and laws and documentation.
2. Extensive knowledge and application of current real estate law, contract law, and City, County and State policies and procedures.
3. Knowledge of surveying principles and contractual agreements.
4. Skill in mathematics involving fractions, percentages, ratios and proportions, measurements, logarithms and geometry.
5. Strong project management skills.
6. Strong verbal, written, public speaking and interpersonal skills.

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7. Skill in the use of specialized software and hardware to oversee, gather, disseminate and communicate key information to utility management to affect successful outcomes of strategic initiatives. (examples: GIS, Micro Station)
8. Ability to prepare purchase agreements, utility easements, and temporary construction easements.
9. Ability to review sketches and descriptions of parcels for completeness and accuracy.
10. Ability to interpret engineering terminology and complex and technical information.
11. Ability to analyze legal information and language of complex contracts that range from Electric Power Engineering, Telecommunications, Environmental, Geo-Technical, in order to insure that the interest of the Utility is protected when preparing easements, permits and license agreements.
12. Ability to gather, organize, analyze, examine and evaluate data or information and prescribe action based on such data or information.
13. Ability to conduct research regarding property ownership, encumbrances, and interpret legal description, ordinances and resolutions.
14. Ability to persuade or influence others in a course of action; may enforce laws, rules, regulations or ordinances.
15. Ability to establish priorities, deal successfully with multiple priorities, and meet deadlines.
16. Ability to identify problems and recommend and/or take appropriate corrective action.
17. Ability to use specialized hardware and software to oversee, gather, disseminate and communicate key information to utility management and executive team to affect successful outcome of strategic initiatives.
18. Ability to work in a political environment and deal with sensitive and confidential issues calmly and effectively.
19. Ability to work with all levels of staff and management to insure and facilitate a complete understanding of all projects.

**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, and depth perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. A four (4) year degree from an accredited college or university.
2. Four (4) years of progressively responsible Lakeland Electric, utility or related professional experience.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**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.