



Class Code: 05-2103  
FLSA: Non Exempt  
EEO: 02  
Bargaining Unit: 05  
Revised: 10/2020

## **RIGHT-OF-WAY AGENT/AIRPORT OPERATIONS COORDINATOR**

### **DEFINITION**

Under general direction, works with the public in determining ownership and the value of property, securing deeds, easements, and access for the county; has day-to-day responsibility for the planning, development, maintenance, and operation of the county airport; performs a variety of difficult and complex technical and paraprofessional civil engineering work in the field and in the office; performs contract administration; prepares a variety of reports; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This journey level class works closely with the Public Works Director and Assistant Public Works Director, has day-to-day responsibility for the right-of-way functions and the planning, development, maintenance, and operation of the airport. In addition, the incumbent performs a variety of complex technical and paraprofessional field and office engineering and contract administration work. The Right-of-Way Agent/Airport Operations Coordinator requires possession of certification as a Right-of-Way Agent by the California Department of Transportation.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate or general supervision from the assigned supervisor. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

### **EXAMPLES OF ESSENTIAL DUTIES**

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Searches legal and property records to determine ownership rights, dedication of real property, property value, property description, and parcel size.
- Performs appraisals and/or secures outside appraisals detailing the value of land and improvements for possible county property acquisitions.
- Handles negotiations with property owners for the acquisition of real property.
- Confers with property owners regarding prospects and attempts to obtain easements and/or fee acquisitions of land for roadway widening, flood control districts, special sewer and water districts, and other public entities in the County of Lake.
- Establishes standards and gathers data regarding property ownership, cost, site surveys, and related matters.
- Recommends condemnation proceedings when appropriate, working with County Counsel to develop evidence for proceedings.
- Serves appropriate notices on defendants in condemnation actions, as required.
- Assists other county departments, utility companies, and the general public regarding right-of-way and associated land acquisition and/or ownership.
- Coordinates the development, maintenance, operation, and services of the airport.
- Works with the FAA and State Aeronautics regarding airport certification and use issues.
- Develops and maintains airport operation procedures and manuals.
- Assists with the development, implementation, and control of the annual airport budget and capital

Improvement program.

- Plans and prioritizes airport maintenance activities and oversees other county staff when assigned to perform airport maintenance.
- Assists with the development of usage and service fees.
- Prepares leases for utilization of airport facilities.
- Develops and maintains airport records.
- Performs a variety of project development and coordination assignments.
- Ensures that contractors meet proper standards, specifications, cost control, and time requirements.
- Approves change orders and progress payments.
- Uses a computer for right-of-way and airport operation and maintenance work.
- Maintains good relations with airport users and tenants.
- Receives and responds to public complaints.
- May coordinate and/or assist with development and revision of the Airport Master Plan.
- Represents the Department of Public Works, as delegated.
- May perform contract administration, inspection, and coordination related to airport operation and improvement.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- State, federal, and county policies, rules, and regulations related to the appraisal and acquisition of property for public purposes.
- Common methods of describing real property.
- State and federal relocation requirements.
- Factors involved in appraising property and determining its economic value.
- Principles of airport operation, maintenance, and development.
- Federal Aviation Administration, State Aeronautics, and other laws, rules, regulations, and policies affecting airport operations and services.
- Principles, practices, and methods of development, construction, and maintenance of airport facilities.
- Research and statistical methods.
- Computerized methods and systems applicable to right-of-way work and airport administration.
- Principles of project development and coordination.
- Principles of budget development and administration, including capital improvement planning.
- Principles of lead direction, work coordination, and training.
- Proper English spelling, grammar, and punctuation.
- Applicable business equipment and software applications.

### **Ability to:**

- Provide lead direction, work coordination, and training, as assigned.
- Serve as Right-Of-Way Agent in evaluating and acquiring property for public purposes.
- Coordinate the development, maintenance, and operation of the airport.
- Develop and administer contracts and leases.
- Develop and coordinate assigned projects.
- Prepare comprehensive reports.
- Analyze and evaluate statistical data and information, developing sound recommendations.
- Develop accurate records, sketches, and notes.
- Perform construction and project administration, ensuring compliance with contracts, plans, and specifications.

- Operate a computer and use appropriate software in the performance of airport and right-of-way responsibilities.
- Effectively represent the Department of Public Works with the public, other county departments, and other government agencies.
- Communicate effectively, both orally and in writing.
- Regularly work well under pressure, meeting critical deadlines.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, clients, and the public.

### **Licensing and Certifications:**

Possession of, or ability to obtain, a valid California driver's license.

Possession of certification as a Right-of-Way Agent by the California Department of Transportation.

### **Education and Experience:**

Two (2) years of increasingly responsible experience in property appraisal and acquisition work, preferably including specific experience in public right-of-way and land acquisition.

Completion of at least twelve (12) units of college education in fields related to the sale and appraisal of real property.

Experience in work related to airport maintenance and operation is desirable.

Certification as a Right-of-Way Agent by the California Department of Transportation must be obtained within 4 years of appointment to this classification.

Additional directly related experience and/or education may be substituted.

### **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Light Work:** Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel, as necessary.

**Disaster Service Workers:** As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

**The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.**