

**RIGHT OF WAY SUPERVISOR****NATURE OF WORK IN THIS CLASS:**

Plans, directs and coordinates the right-of-way programs of the Department of Public Works and/or the Guam Power Authority.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans, directs and coordinates the land acquisition, appraisal, title research and survey activities of the Department of Public Works and/or the Guam Power Authority right-of-way programs.

Directs and participates in the negotiation and acquisition of private property required for the island's highway construction and capital improvement projects.

Cooperates with other local and federal governmental agencies in the acquisition of right of way needed for various governmental projects and in relocation activities.

Initiates condemnation action with the Attorney General as necessary.

Directs property title research activities to determine ownerships, liens and encumbrances.

Reviews appraisals made by staff or contracting appraisers to evaluate the appraisal techniques employed, results obtained and to assure conformance to established requirements.

Administers standards for the appraisal reports and selection and fees to be paid independent fee appraisers.

Directs and coordinates the preparation of maps and documents required in the acquisition of property.

Coordinates and recommends the use of government land for the various projects of other governmental agencies.

Establishes, interprets and enforces policies, procedures, laws and other program guidelines.

Attends meetings and public hearings to explain pertinent laws concerning right of way and the rights of property owners.

**RIGHT OF WAY SUPERVISOR**

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Prepares the division's budget; administers administrative policies for personnel, training and safety.

Maintains records and prepares reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of right-of-way work.

Knowledge of pertinent real estate laws concerning right-of-way and the rights of property owners.

Knowledge of property appraisal principles and practices and the factors influencing market values.

Knowledge of the preparation of maps and documents involved in right-of-way work.

Ability to administer the right-of-way programs of the Department of Public Works and/or the Guam Power Authority.

Ability to learn, interpret, apply and make decisions in accordance with pertinent laws, regulations, procedures and other program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

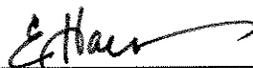
- a) Three years of experience in right-of-way work, one year of supervisory work and graduation from a recognized college or university with a Bachelor's degree in business administration, engineering or related fields; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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Established: July, 1980  
Amended: January 1998

GRADE: N

EVALUATION:	KNOW HOW	EI2	230
	PROBLEM SOLVING	E3 (33)	76
	ACCOUNTABILITY	E1C	87



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ELOY P. HARA, EXECUTIVE DIRECTOR  
CIVIL SERVICE COMMISSION