



Right of Way Project Manager

Location: Whitestown, IN

Reports to: Town Engineer

Full/Part Time: Full Time

Regular/Temporary: Regular

Wage (Hourly/Salary): NTE; \$2,692.31 bi-weekly

Purpose:

This position oversees, manages, and coordinates construction, maintenance, and compliance activities within and affecting public rights way, including in-house operations as well as operations by other entities. This position will also assist in the ROW permit review and approval process, as well as coordinating utility work for various projects within the ROW projects.

Responsibilities:

Working under the policies, budgets, and direction of the Town Engineer, the Right of Way Manager's responsibilities will include, but are not limited to:

- Reviewing permit applications for work to be performed within public rights of way.
- Perform on-site inspections of the permitted work meets permit requirements.
- Coordinating utility work by others within public rights of way and inspecting restoration.
- Interact with the public through written and verbal communications.
- Interpret municipal ordinances, design and construction standards and determine compliance.
- Prepare and manage maintenance programs and contracted services for landscaping, street lighting and street signage.
- GIS data collection.
- Perform other related responsibilities as needed.

Qualifications and Skills

- Demonstrated sufficient knowledge of the rights and responsibilities within public rights of way as well as utility operations and installation practices, including equipment use.
- Ability to comprehend and interpret construction plans and specifications.
- Ability to interpret local and state regulations and ordinances and make informed decisions based on that.
- Strong oral and written communication skills to explain rules and procedures clearly to

the public and outside parties.

- Initiative-taking with the ability to work both independently and as a part of a productive work team.
- Knowledge of current technology and software applications (including Microsoft Office suite) appropriate to the assigned responsibilities
- Strong organizational and time management skills.
- Able to manage information in a timely and accurate manner.

Education and Experience Requirements:

- High School diploma or GED. A Technical or associate degree in construction technology or related field is preferred.
- A minimum of 3 years' experience in a construction related field.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must be able to:

- Perform work in a standard office environment.
- Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone.
- Deal with the public in a calm, constructive, and reasonable manner.
- Read and analyze documents and use a computer.
- Lift a maximum of 25 pounds.