

ROWCC Standard Position/ Classification Description Private Sector



Preface:

The following roles and classifications apply to the private sector of the Right of Way Industry. Many of the positions below are conformed to a hierarchical pattern (stair-step approach) where it is contemplated more senior positions have more experienced agents with more responsibilities than non-senior positions, and that a lesser position gains advancement to a senior position or supervisory position through obtaining additional years of experience and/or other work experience. Each right of way project is unique and can be comprised of any combination of positions listed below:

Project Manager	Minimum Experience: 6 years	Billing Unit: Day
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The Project Manager, under the direction of the Client and the direction and supervision of the service company, is responsible for selecting a field office and overseeing all its operations. Project duties include, but are not limited to supervising the field staff, interfacing with the Client on a regular basis, and planning, scheduling and assigning all activity to assure the successful completion of a right of way project. He/she has a good understanding of the legal aspects of the documents required to complete the project, as well as area property values, general environmental issues, and the permitting requirements of the jurisdictional agencies in the project area. The Project Manager must have a minimum of 6 years relevant experience. Other factors such as education, IRWA training, other work experience and licenses or accreditations may be taken into account in determining the years of experience qualification being met. The Project Manager has the discretion to hire and release all field staff project team members.

Right of Way Supervisor	Minimum Experience: 4 years	Billing Unit: Day
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The Right of Way Supervisor is a seasoned agent, under the direction of the Project Manager, who is responsible for supervising the activities of a number of Agents. The ROW Supervisor directs the activities of ROW Agents under his/her supervision and brings focus to the information communicated and gathered by the ROW Agents to the Project Manager or appropriate service company personnel. This individual must be highly organized and proficient at tracking and reporting the status of the project to the Project Manager as it relates to his/her project. The ROW Supervisor assures that the work of his/her team is efficient, accurate and timely. He/she also assures that the tools and information needed to perform their jobs is provided to the ROW Agents under his/her supervision. He/she must also have a good understanding of the legal aspects of the documents required to complete the project, general environmental issues, area property valuation, as well as the permitting requirements of the jurisdictional agencies in the project area. A ROW Supervisor must possess a minimum of 4 years relevant experience as a Sr. ROW Agent. Other factors such as education, other work experience and licenses or accreditations may be taken into account in determining the years of experience qualification being met. The ROW Supervisor will have input into hiring and firing his/her team members.

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Lead Right of Way Agent	Minimum Experience: 3 Years	Billing Unit: Day
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The Lead Right of Way Agent, under the direction of the Project Manager or Right of Way Supervisor, is responsible for supervising the activities of a more limited number of Agents than the Right of Way Supervisor. The Lead Agent directs the activities of Agents under his/her supervision to the Project Manager/ROW Supervisor or appropriate Company personnel. The Lead Right of Way Agent assures that the work of his/her team is efficient, accurate and timely. He/she also assures that the tools and information needed to perform their jobs is provided to the ROW Agents under his/her supervision. He/she must also have a good understanding of the legal aspects of the documents required to complete the project, environmental issues, property valuation, as well as the permitting requirements of the jurisdictional agencies in the project area. A Lead Right of Way Agent must possess a minimum of 3 years relevant experience as a ROW Agent. Other factors such as education, IRWA training, other work experience and licenses or accreditations may be taken into account in determining the qualification being met. The Lead ROW Agent will have input into hiring and firing his/her team members.

Sr. Right of Way Agent	Minimum Experience: 2 Years	Billing Unit: Day
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The Sr. Right of Way Agent, under the direction of the Lead Agent or ROW Supervisor, possesses an excellent working knowledge of all right of way disciplines; title, permitting, acquisition, documentation. He/she is very knowledgeable about property valuation, survey drawings and alignments sheets. He/she has a good understanding of the legal documents required for the project and has proven his/her ability to complete right of way transactions independently. He/she can work without supervision, but receives assignment and direction from a supervisor. A Sr. ROW Agent possesses a minimum of 2 years relevant experience. Other factors such as education, IRWA training, other work experience and licenses or accreditations may be taken into account in determining the qualification being met. A Sr. ROW Agent does not supervise any staff, but may mentor lesser experienced ROW Agents.

Right of Way Agent	Minimum Experience: 1 year	Billing Unit: Day
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The ROW Agent, under the direction of a Lead Agent or ROW Supervisor, is fairly experienced in the duties of survey permission, acquisition and some title research. He/she has acquired some of the skills of interpreting alignment sheets and plats. He/she has a good understanding of the legal documents required for the project and has proven their ability to complete right of way transactions with some oversight. The Right of Way Agent works with supervision receiving substantial assignment and direction from a supervisor. More experienced ROW Agents and Sr. ROW Agents may provide mentoring to a lesser experienced ROW Agent. A ROW Agent possesses a minimum of 1 year of relevant experience as a ROW Trainee. Other factors such as education, IRWA training, other work experience and licenses or accreditations may be taken into account in determining the qualification being met.

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Right of Way Agent Trainee **Minimum Experience:** Less than 1 Year **Billing Unit:** Hour

The Right of Way Agent Trainee under the direction of either a Lead ROW Agent or ROW Supervisor is an individual gaining initial experience in the investigation of survey permission, acquisition and title research having limited knowledge about property valuation, survey drawings and alignment sheets. He/she has not yet acquired comprehensive skills of understanding of the legal documents required for the Project. He/she works closely under the supervision of a Lead ROW Agent or ROW Supervisor. The Right of Way Agent Trainee possesses less than a minimum of one (1) year of experience. He/she usually has limited education in ROW practices.

Permitting Supervisor **Minimum Experience:** 6 Years **Billing Unit:** Day

The Permitting Supervisor is a specialized position. Under the direction of the Project Manager, the Permitting Supervisor will supervise the activities and work product of other permitting agents. This individual should be highly organized and proficient at tracking and reporting the status of the project as it relates to their area of responsibility. The Permit Supervisor should have an excellent understanding of local governmental ordinances as they relate to their project type, including what activities require permitting, the permitting processes for the required local government permits, state highway and county crossing permits, railroad permitting processes and US Army Corps of Engineers (USACOE) permitting requirements. Ordinarily, environmental permitting is outside the scope of this position. The Permit Supervisor will supervise the work of others and shall have a minimum of 6 years relevant experience. Other factors such as education, IRWA training, other work experience and licenses or accreditations may be taken into account in determining the qualification being met. The Permit Supervisor will have input into hiring and firing of his/her team members.

Sr. Permitting Agent **Minimum Experience:** 3 years **Billing Unit:** Day

The Sr. Permitting Agent is a specialized position. Under the direction of a Permitting Supervisor, the Permitting Agent should have an excellent understanding of local governmental ordinances as they relate to their project type, including what activities require permitting, the permitting processes for the required local government permits, state highway and county crossing permits, railroad permitting processes and US Army Corps of Engineers (USACOE) permitting requirements. Ordinarily, environmental permitting is outside the scope of this position. He/she is knowledgeable about survey drawings, engineering drawings and alignments sheets. He/she can work without supervision, but receives assignment and direction from a supervisor. The Sr. Permitting Agent shall have a minimum of 3 years relevant experience as a Permitting Agent. Other factors such as education, IRWA training, other work experience and licenses or accreditations may be taken into account in determining the qualification being met. A Sr. Permitting Agent does not supervise any staff, but may mentor lesser experienced ROW Agents.

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Permitting Agent	Minimum Experience: 2 Years	Billing Unit: Day
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The Permit Agent, under the direction of a Permit Supervisor, should have a basic understanding of local government ordinances as they relate to pipelines, municipal and county permitting processes, obtaining state and county highway crossing permits, railroad permitting processes and Perhaps US Army of Engineers (USACOE) permitting requirements. He/she is knowledgeable about survey drawings, engineering drawings and alignments sheets. He/she receives assignment direction from a supervisor. The Permit Agent shall have a minimum of 2 years relevant experience as a ROW Agent. Other factors such as education, IRWA training, other work experience and licenses or accreditations may be taken into account in determining the qualification being met.

Title Supervisor	Minimum Experience: 6 Years	Billing Unit: Day
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The Title Supervisor, under the direction of the Project Manager, reviews all title packages that are completed within their area of responsibility. He/she assists in determining issues of title that may need to be cured and what course of action needs to be taken to cure these issues prior to acquisition of right of way or purchasing property. The candidate for this position should have advanced understanding of mortgages, liens, judgments, easements, leases, plat books, maps, contracts and agreements as to legal description, ownership, restrictions or conformity to other state requirements. This position requires a person that is detail oriented with the ability to effectively manage people and information, assuring that all title related data is promptly entered into the company's database. Additionally, the candidate for this position should have a willingness to communicate, cooperate and coordinate with other on project related tasks. The Title Supervisor will supervise the work of Title Agents and Title Reviewers and shall have a minimum of 6 years in right of way abstracting or title work. Other factors such as education, other work experience and licenses or accreditations may be taken into account in determining the qualification being met. The Title Supervisor will have input into the hiring and firing of all team members.

Sr. Title Agent	Minimum Experience: 2 Years	Billing Unit: Hour
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The Sr. Title Agent is a specialized position. The Sr. Title Agent under the direction of a Title Supervisor should have a keen understanding of legal descriptions in the project area and have the ability to plot such descriptions. He/she should have a good working knowledge of the document tracking systems of the public real estate records for the project area. Additionally, the Sr. Title Agent should recognize issues of title that may need to be cured, bringing such issues to the attention of the Title Supervisor. He/she can work without supervision, but receives assignment direction from a supervisor. He/she will prepare title reports that include current ownership, type of conveyance, legal description, leaseholders of record and encumbrances such as existing easements. Other factors such as education, other work experience and licenses or accreditations may be taken into account in determining the qualification being met. The Sr. Title Agent shall have a minimum of 2 years in researching surface land title and significant training in title work activities as a Title Agent. Other factors such as education, IRWA training, other work experience and licenses or accreditations may be taken into account in determining the qualification being met. A Sr. Title Agent does not supervise any staff, but may mentor lesser experienced ROW Agents.

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Title Agent	Minimum Experience: 1 Year	Billing Unit: Hour
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The Title Agent, under the direction of a Title Supervisor, should be experienced in researching surface land title and have a good understanding of legal descriptions in the project area. He/she should also be familiar with the document tracking systems of the public real estate records. The Title Agent will prepare title reports that include current ownership, type of conveyance, legal description, leaseholders of record and encumbrances such as existing easements. The Title Agent will shall have a minimum of 1 year in right of way abstracting or title work as a ROW Agent assisting a Sr. Title Agent or shall have had formal instruction in title training courses. Other factors such as education, IRWA training, other work experience and licenses or accreditations may be taken into account in determining the qualification being met.

Title Reviewer	Minimum Experience: 5 Years	Billing Unit: Hour
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The Title Reviewer, under the direction of the Title Supervisor, should possess 5 year's experience researching surface land title as an abstractor or Title Agent. The candidate should have a keen understanding of legal descriptions in the project area and have the ability to plot such descriptions. He/she should have a good working knowledge of the document tracking systems of the public real estate records for the project area. The role of the Title Reviewer is to provide quality control and review the work of other title agents on the project prior to acquisition of any rights. He/she can work without supervision, but receives assignment direction from a supervisor. He/she will confirm the accuracy of title reports that include current ownership, type of conveyance, legal description, leaseholders of record and encumbrances such as existing easements. Other factors such as education, IRWA training, other work experience and licenses or accreditations may be taken into account in determining the qualification being met.

Data/Document Supervisor	Minimum Experience: 5 Years	Billing Unit: Hour
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The Data/Documents Supervisor, under the direction of the Project Manager is responsible for the supervision of the Data/Document Specialist staff and the preparation and maintenance of all forms, documents, tract and project files, database entry, status reports and /or other required reports associated with the administration of contracts for acquisition. He/she must be proficient in Microsoft Office software and have a good understanding of database entry. He/she must be highly organized and have good management skills. He/she should have a complete understanding of all phases of a right of way project from line list development to construction. He/she is expected to maintain accurate and current information on the overall status of assigned projects and is called upon to generate periodic reports of such status. The Data/Document Lead/Supervisor shall have a minimum of 5 years in right of way work and shall have held a position previously as a Data/Document Specialist. Other factors such as education, IRWA training, other work experience and licenses or accreditations may be taken into account in determining the qualification being met.

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Data/Document Specialist	Minimum Experience: 2 Years	Billing Unit: Hour
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The Data/Document Specialist, under the supervision of the Data/Documents Supervisor, is responsible for tracking and maintaining all data (electronic and paper) pertaining to the acquisition of rights of way, surface sites and permits related to the right of way project. He/she must be proficient in Microsoft Office software and have a good understanding of database entry. He/she must have great attention to detail. Accuracy is expected in the work performance of this individual and extremely important. The Data/Document Specialist shall have a minimum of 2 years in right of way work or clerical work involving data management. Training unique to the service provider's data management systems is often a prerequisite. Other factors such as education, other work experience and licenses or accreditations may be taken into account in determining the qualification being met. The Title supervisor will have input into the hiring and firing of all team members.

Project Clerk	Minimum Experience: N/A	Billing Unit: Hour
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The Project Clerk, under the supervision of the Project Manager, is responsible for various administrative tasks associated with the project office and project team members.