

## Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



### **ROW Relocation Technical Specialist**

Right of Way Division – Acquisition and Relocation Section, Relocation  
Nashville, TN  
\$60,600 - \$70,680 annually

#### **Job Overview**

The Right of Way (ROW) Relocation Technical Specialist will work both independently and in a team setting, providing support and expertise to the State Acquisition and Relocation Section. This position will assist the Acquisition and Relocation Team Leads with implementing statewide work plans, meeting the Section's strategic vision, and assuring compliance with Federal and State laws and requirements pertaining to Acquisition and Relocation. This position will involve the administration of the Relocation Assistance Program to displaced and impacted residential and non-residential occupants while assuring that all actions are in compliance with Tennessee statutes and the Uniform Act (PL 91-646) and assisting with the acquisition of free and clear title to necessary rights of way for transportation projects. The ROW Relocation Technical Specialist supports Project Teams and Project Managers by sharing insights as to project impacts, potential cost savings design options, and risk management decisions associated with project delivery.

The ROW Relocation Technical Specialist will possess and demonstrate a wide range of ROW skills and knowledge, including application of real estate principles and practices, appraisal valuation concepts, title searches, legal descriptions, instruments of conveyance, property inventories, eminent domain, civil rights, and related computer applications and technology. This position will also possess and demonstrate a wide range of skills and knowledge related to transportation projects and engineering, including plans reading, the Project Delivery Network (PDN), and access management guidelines. This position will participate in the ROW Proficiency Training Program, including class attendance, completion of training modules, and on the job training, working towards advancement as a ROW professional. The ROW Relocation Technical Specialist position must effectively communicate ROW concepts through training, mentoring, and collaboration as part of a matrix organization.

#### **Essential Job Responsibilities of the TDOT Technical Specialist I, II, and III include:**

Perform ROW functions in accordance with the Uniform Act (PL 91-646), Tennessee statutes, and the TDOT ROW Manual to ensure that compliance and audit standards are achieved. Maintain accurate, complete, and timely documentation of all actions taken during negotiations and relocation, including inventories of acquired property, property owner contacts, offers, written notices, closing documents, and determination of relocation benefits. Administer and manage project data in TDOT ROW Division's database program and software. Participate on Project Teams as part

of a matrix organization and attend public meetings and hearings for transportation projects in support of the Project Managers and Project Teams.

Determine eligibility for relocation benefits and provide relocation assistance and advisory services for Miscellaneous/Personal Property Moves on residential, non-residential, non-profit organizations, outdoor advertising sign owners, and farm operations impacted by the acquisition of rights of way. Assist in determining eligibility for relocation benefits and provide relocation assistance and advisory services for non-complex residential occupants displaced or impacted by the acquisition of rights of way, including owners and tenants. Calculate or otherwise determine relocation benefit payment amounts for non-complex residential occupants for moving cost payments, replacement housing payments, incidental expenses, and increased interest costs, provide a complete and thorough explanation of benefits to displaced parties, and assist with processing claims and appeals. Assist with field research, data collection, analysis, and writing Conceptual State Relocation Plans (CSRP) and Acquisition Stage Relocation Plans (ASRP).

Assist the Acquisition Technical Specialist with conducting good faith negotiations on low value, non-complex, and nominal payment parcels essential to the completion of transportation construction projects while focusing negotiation efforts to accomplish TDOT project delivery goals, maintain critical schedule deadlines, and manage risk. Prepare for and conduct real estate closings on low-value, non-complex, and nominal payment parcels by verifying ROW plans, understanding the terms of sale, selecting the appropriate conveyance documents, updating title information, accounting for all interest holders, and resolution of taxes.

Provide exceptional customer service to internal and external customers, exercise effective listening skills, assist in the implementation of policies and procedures related to ROW acquisition and Relocation, provide prompt responses, maintain complete and accurate documentation, and communicate effectively. Assist with responses to Public Records Requests involving ROW issues and assist TDOT Legal and the Attorney General's Office with Eminent Domain proceedings including depositions, testimony, summary reports, and strategy sessions.

**Additional Job Responsibilities for the TDOT Technical Specialist II and III include:**

Determine eligibility for relocation benefits and provide relocation assistance and advisory services for residential occupants displaced or impacted by the acquisition of rights of way including owners and tenants. Calculate or otherwise determine relocation benefit payment amounts for complex residential occupants for moving cost payments, replacement housing payments, incidental expenses, and increased interest costs, provide a complete and thorough explanation of benefits to displaced parties, and assist with processing claims and appeals.

Determine eligibility for relocation benefits and provide relocation assistance and advisory services for non-complex non-residential occupants displaced or impacted by the acquisition of rights of way such as businesses, non-profit organizations, farms, and outdoor advertising signs. Calculate or otherwise determine relocation benefit payment amounts for non-complex non-residential occupants for non-complex non-residential occupants for moving costs and incidental expenses, provide a complete and thorough explanation of benefits to displaced parties, and assist with processing claims and appeals.

Perform field research, data collection, analysis, and the writing of the Conceptual Stage Relocation Plans (CSRP) and Acquisition Stage Relocation Plans (ASRP).

Assist the Acquisition Technical Specialist with conducting good faith negotiations for rights of way essential to completion of transportation construction projects on the following: (1) tracts with greater complexity such as more severe takings, difficult title issues, commercial operations, uneconomic remainders, and loss of access; and (2) tracts classified as 'special acquisitions' including local agency, utilities, stream mitigation, contaminated, state, Federal, and railroad. Prepare for and conduct real estate closings on complex parcels by verifying ROW plans, selecting the

appropriate conveyance documents, updating title information, accounting for all interest holders, and resolution of taxes.

**Additional Job Responsibilities for the TDOT Technical Specialist III include:**

Determine eligibility for relocation benefits and provide relocation assistance and advisory services for complex residential occupants displaced or impacted by the acquisition of rights of way, including owners and tenants. Calculate or otherwise determine relocation benefit payment amounts on complex residential occupants, including moving cost payments, replacement housing payments, incidental expenses, and increased interest costs, provide a complete and thorough explanation of benefits to displaced parties, and assist with processing claims and appeals.

Determine eligibility for relocation benefits and provide relocation assistance and advisory services for complex non-residential occupants displaced or impacted by the acquisition of rights of way such as businesses, non-profit organizations, farms, and outdoor advertising signs. Calculate or otherwise determine relocation benefit payment amounts for complex non-residential occupants for moving costs and incidental expenses, provide a complete and thorough explanation of benefits to displaced parties, and assist with processing claims and appeals.

Assist the Acquisition Technical Specialist with conducting good faith negotiations for rights of way essential to the completion of transportation construction projects on tracts with the greatest complexity regarding taking impact, title issues, large commercial operations, uneconomic remainders, and loss of access. Conduct good faith negotiations for rights of way essential to the completion of transportation construction projects classified as 'special acquisitions' including local agencies, utilities, stream mitigation, state, Federal, and railroad.

Assist the Acquisition Technical Specialist with preparing for and conduct real estate closings on parcels with the greatest complexity by verifying ROW plans, selecting the appropriate conveyance documents, updating title information, accounting for all interest holders, and resolution of taxes.

Participate in Project Group Inspections (PGI) on transportation projects, including discussions of risk management concerns, project impacts, access issues, cost savings analysis, scheduling, and sequencing of appraisals. Participate on Value Engineering Teams as a ROW Subject Matter Expert (SME) to assist with analyzing projects and providing recommendations for improving the value and quality of the project, providing the needed functions safely, reliably, efficiently, and at the lowest overall cost, and reducing the time to complete the project.

**Qualifications**

**TDOT Technical Specialist I**

- Bachelor's Degree

**TDOT Technical Specialist II**

- Bachelor's Degree
- 1 year of demonstrated competency in ROW Acquisition and Relocation work for use under eminent domain and the Uniform Act

**TDOT Technical Specialist III**

- Bachelor's Degree
- 2 years of demonstrated competency in ROW Acquisition and Relocation work for use under eminent domain and the Uniform Act

**The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.**

### **Ideal Candidate**

This position is a career path series within TDOT. The ROW Relocation Technical Specialist I, II, or III possesses a diverse range of abilities that support the ROW Division. They take a meticulous approach with each assignment, ensuring that every aspect of Acquisition and Relocation work meets the highest quality and complies with Federal and State regulations. They are clear and effective communicators, always refining their active listening skills. They exhibit a commitment to public service and an awareness of the challenges that impact property owners, those displaced from homes, businesses, farms, and non-profit organizations because of right of way acquisition, and other external stakeholders. The ROW Relocation Technical Specialist I, II, or III is a problem solver and capable of overcoming adversity and unforeseen circumstances which may impact production schedules and goals.