

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.



Senior Right of Way Appraiser Right of Way Division – State Appraisal Section \$93,000 annually

Job Overview

The Senior Right of Way (ROW) Appraiser will work both independently and in a team setting, providing support and expertise to the State Appraisal Section. This position will assist the Appraisal Manager and Appraisal Team Lead with implementing statewide work plans, meeting the Section's strategic vision, and ensuring compliance with Federal and State laws and requirements pertaining to Appraisal. This position will perform appraisals and appraisal reviews of property acquired by the state of great value and complexity. The Senior ROW Appraiser will be involved in the appraisal of and/or appraisal review of (1) properties being acquired as rights of way which are necessary for transportation projects and under threat of eminent domain and (2) excess land about to be sold or leased to others, (3) Appraisal Reviews for condemnations appraisals or court updates. The Senior ROW Appraiser 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 Senior ROW Appraiser will possess and demonstrate a wide range of ROW skills and knowledge, including the application of real estate principles and practices, appraisal valuation concepts, title searches, legal descriptions, instruments of conveyance, eminent domain, and related computer applications and technology. This position will also possess and demonstrate extensive skills and knowledge related to transportation projects and engineering, such as construction plans reading, the Project Delivery Network (PDN), and access management guidelines. This position will participate in Appraisal Training programs covering required proficiencies, appraiser certification, and similar courses involving class attendance, completion of training modules, and on-the-job training while working towards advancement as a ROW professional to State Certified Residential Appraiser and then to State Certified General Appraiser. The Senior ROW Appraiser position must effectively communicate ROW concepts through training, mentoring, and collaboration as part of a matrix organization.

Essential Job Responsibilities of TDOT SR ROW Appraiser:

Perform ROW Appraisal functions and actions taken in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act – PL 91-646), the Uniform Standards of Professional Appraisal Practice (USPAP), Tennessee Statutes, and the TDOT ROW Manual to ensure that compliance/audit standards and performance measures are achieved. Maintain accurate, complete, and timely documentation of all actions taken during appraisal or appraisal review, including field inspections, property owner contacts, and notices, comparable sales

research and analysis, title search verification, construction plan viability, severance damage assessment, highest and best use determination, distinguishing real property from personal property, and related tasks.

Manage and document appraisal records. This involves gathering documents which support right-of-way appraisal decisions and entering data and supporting materials into necessary forms (Appraisal Review and Form 2), writing narrative passages (Final Determination of Values) and scanning documentation into a database for archival storage. Conduct property appraisals and valuation analysis. This includes gathering documents, researching market data and comparable sales, applying relevant laws and policies, and defining appraisal problems to determine the market value of affected properties [0]. Act as an expert witness in hearings and depositions. Testify on behalf of the State and represent the appraisal findings in legal proceedings.

Serve as a liaison for internal and external stakeholders. Communicate and interpret regulations and appraisal processes for property owners, elected officials, consultants, and internal business partners through property inspections, local agency workshops, right of way public meetings, project public hearings, and regular project milestone follow-ups. Ensure compliance with federal, state, and departmental guidelines. This involves adhering to regulations such as the Uniform Act and USPAP, conducting internal regional and local public agency quality control audits, ensuring that each appraisal is performed without undue valuation anomalies caused by project influence, and ensuring all appraisal actions conform to established standards and guidelines.

Oversee and evaluate consultant appraisers. This includes communicating project requirements, conducting training/teaching opportunities, evaluating project performance, and recommending hiring or termination decisions. Provide project support and communication. Participate in public meetings, workshops, and project team activities, communicate project status, and coordinate efforts with internal and external partners.

Train and mentor staff. Provide mentorship to coworkers, offer training opportunities to both internal staff and consultants, and attend professional development courses to maintain appraisal certification.

Prepare appraisals and perform appraisal reviews on non-complex level takings and tracts and form an opinion of fair market value while researching and applying policies, procedures, guidelines, rules, regulations, and laws related to the appraisal process. Gather and review documents, including public records, land sales, construction costs, business valuations, residential and commercial rents, and other pertinent data sources, which support valuation decisions. As a reviewer, establish fair market value for use in ROW negotiations and make determinations of uneconomic remainders.

Participate as a lead team member in Preliminary 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 in 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.

Participate in on-the-job training, online courses, and classroom training to ensure fundamental right-of-way knowledge, continual learning, and career advancement, including courses required or defined by the Appraisal Institute, the Appraisal Foundation, or FHWA. Gain hands-on experience toward the State Certified Residential and Certified General Appraiser designation and learn the required foundational level skills needed to perform assigned appraisal duties and to become proficient in the competencies required for promotion.

Assist with the data collection and preparation of ROW cost estimates for a variety of purposes and with the evaluation of appraisal consultants. Assist with Local Agency training, assistance, guidance, and oversight. Assist with compliance and performance audits conducted by the IG's office, FHWA, ROW HQ, and others. Administer and manage project data in TDOT ROW Division's database program and software including IRIS.

Provide exceptional customer service to internal and external customers, exercise effective listening skills, assist in the implementation of policies and procedures related to ROW appraisal, provide prompt responses to all inquiries, 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 SR ROW Appraiser include:

Prepare appraisals and perform appraisal reviews on intermediate-level takings and tracts and form an opinion of fair market value while researching and applying policies, procedures, guidelines, rules, regulations, and laws related to the appraisal process. Appraise or review the following types of properties: (1) tracts with greater complexity such as more severe takings, difficult title issues, commercial developments, and change of access; and (2) tracts classified as 'special acquisitions' including local agency, stream mitigation, contaminated, state, Federal, and railroad.

Perform appraisal reviews, making valid assessments of taking valuations, allocation of severance damages to remainders, and determination of special benefits, with emphasis on completeness, accuracy, consistency, and supportability of judgments/conclusions. As a reviewer, establish fair market value for use in ROW negotiations and make determinations of uneconomic remainders.

Lead data collection and preparation of ROW cost estimates for a variety of purposes. Evaluate appraisal consultant performance and make the determination of appraiser consultant pre-qualification requirements. Serve as team leader on Preliminary Group Inspections (PGI) on transportation projects, including discussions of risk management concerns, project impacts, access issues, cost savings analysis, scheduling, and sequencing of appraisals. Assist with appraisal contracting and ROW project scheduling as directed.

Perform direct oversight and authority over complex tract appraisals. Perform cost estimates, appraisals, and/or appraisal review work on all types of real property without statutory limitations on value. Work in a team setting with increased responsibility for performing advanced skill-level technical duties and competencies. Continue advanced training in the appraisal field, apply lessons learned, initiate the use of best practices, and assist in mentoring and training appraisal staff.

Qualifications

Possession of an active Certified General Appraiser License as issued by the Tennessee Real Estate Appraiser Commission.

Possess two years of professional experience performing review appraisals and general real property appraisal work.

Necessary Special Qualifications

- Positions within this classification require candidates to possess and maintain a Class D driver's license valid to operate within the State of Tennessee.

Ideal Candidate

The Senior ROW Appraiser takes a meticulous approach with each assignment, ensuring that every aspect of Appraisal work meets the highest quality and complies with Federal and State regulations. They possess and continually develop a diverse range of abilities that support the ROW Division and are clear and effective communicators, always refining

their active listening and writing skills. The Senior ROW Appraiser exhibits an aptitude for using office productivity software, including but not limited to word-processing programs, spreadsheet programs, presentation software, external databases, and search engines. The Senior ROW Appraiser is a problem solver and capable of overcoming adversity and unforeseen circumstances that may impact production schedules and goals. They exhibit a commitment to teamwork and to public service while maintaining an awareness of the challenges that impact property owners, project managers, and external stakeholders.