

JOB TITLE: Project/Program Manager III
EMPLOYEE:
VRC: Kyle Pletz

DOT #:186.117-058
CLAIM #



King County

KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Real Property Agent III

JOB CLASSIFICATION Real Property Agent III

DOT TITLE Land Agent

DOT NUMBER 186.117-058

DEPARTMENT Natural Resources and Parks

DIVISION Water Land and Resources

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 5

JOB STATUS

Full Time, Career Service.

ADDRESS OF WORKSITE

201 South Jackson, Suite 600
Seattle, WA 98104

CONTACT'S NAME Linda Holecek

CONTACT'S PHONE (206) 296-7814

EMPLOYER JOB TITLE Property Agent Supervisor

DATE COMPLETED 4/29/03

VRC NAME Jeff Casem

DATE REVISED 06/24/09

WORK HOURS

40 hour per week with varying work hours including night meetings and shifts up to 12 hours long. Core work hours are 7:30am to 4:00pm.

OVERTIME

Required on a Rare occasion. Fair Labor Standards Act, Exempt (salaried).

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JOB DESCRIPTION

Provides professional, high level services in any or a combination of real property specialties including property management, acquisition, right-of-way, acquiring multiple complex permits from multiple regulatory bodies for large capital projects, complex leasing and appraisal. Incumbents may also be responsible for the coordination, lead and oversight of work teams responsible for multi-faceted and complex acquisition/development projects and scheduling work review.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Advanced knowledge of negotiation, escrow, real estate, property management, and appraisal techniques, procedures and legislation. Advanced knowledge of permitting for multiple regulatory bodies on complex public sector projects. Knowledge of local, state and federal environmental laws, regulations, guidance documents and mandates. Knowledge of construction, types and amenities. Knowledge of market data services and in-depth knowledge of local real estate markets. Knowledge of local, state and federal policies, procedures, laws and regulations. Skill in oral and written communications. Skill in research, problem solving and analysis. Skill in interpersonal relationship. Skill in presentation and public relations. Skill in reading, interpreting and correcting maps, surveys, plans, specifications and engineering drawings. Skill in reading, writing and interpreting legal descriptions. Skill in the use of personal computers including word processing, spreadsheet and database management software. Must have a valid Washington State Driver's license or the ability to travel throughout King County in a timely manner with limited or no public transportation.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Recommend and help develop strategies, plans and schedules for right-of-way and property projects in coordination with project team; identify need for permits, property acquisition and relocation; obtain property rights and permits; and monitor project construction.

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2. Perform comprehensive legal research into proposed transactions such as deeds, contracts, easements, title searches, right-of-way restrictions, zoning and land use requirements, encumbrances, value appraisals and price analysis, environmental impact, complex capital project permits, escrow accounts, and franchise rights.
3. Contact property owners; discuss projects and potential displacements; make purchase offers as determined by management; evaluate owners' counter-proposals; recommend administrative settlements; and prepare legal instruments regarding compensation, terms and conditions of acquisitions.
4. Make recommendations to more senior, supervisor and/or managerial level positions for the prioritization of real estate program goals/objectives; frame budgetary, statutory and operating conditions of real estate related programs; assist in the final determination of budget schedule and scope of real estate related project or program.
5. Review work or lead other staff; provide advice and/or training to staff.
6. Perform complex property leasing duties which include the negotiation, management and marketing of large capital and/or real property projects throughout the County.
7. Develop and acquire complex permits from multiple regulatory bodies for large capital project agreements; negotiate terms and conditions; oversee tenant improvements; establish maintenance and/or service contracts; secure vacant properties and arrange for security.
8. Coordinate the acquisition of complex permits from multiple state and federal agencies and/or across multiple jurisdictions for highly visible, politically sensitive enterprise-wide real estate related, capital or asset management programs.
9. Coordinate interdisciplinary project teams.
10. Ensure that permit conditions and requirements are met during project construction and post-construction.
11. Review and evaluate appraisals done by in-house or outside appraisers, identifying potential litigation issues; may conduct appraisals for review by other Real Property Agent staff.
12. Oversee the implementation of Uniform Acquisition and Relocation Assistance procedures; determine eligibility of those displaced and establish benefits; secure replacement premises and secure bids for relocation moves; oversee relocation moves and process payments for those relocated.

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13. Initiate consultant selection procedures and monitor contracts to ensure compliance with consultant selection and administration procedures.
14. Prepare and implement marketing plans; determine joint-use opportunities; conduct sales and auctions; develop long range options (lease/purchase/sale) using all market development strategies for surplus County owned properties.
15. Write and obtain Temporary Construction Easements for County Capital Projects.
16. Prepare legal documents; consult with attorneys, engineers and other experts regarding the impact of legal and technical problems involved in complex acquisitions, permitting or other real estate transactions; act as an expert witness to provide litigation support.
17. Respond to customer inquiries regarding the use of County owned or other properties in person or in writing; issue use permits; grant easements and rights-of-entry to other government agencies.
18. Track and document grant compliance with external funding agencies.
19. Prepare economic feasibility studies.
20. Recommend, develop, and implement new techniques, procedures, policies and applications.
21. Represent King County at community meetings and public hearings; make presentations before other jurisdictions and community groups.
22. Perform other duties as assigned.
23. Drives a county vehicle to and from various properties.

NON-ESSENTIAL FUNCTIONS

1. Attend counsel hearings at the King County Courthouse,
2. Performing GIS and mapping research.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Computer, fax machine, copy machine, telephone, County vehicle (with automatic transmission), rain gear, blue print machine, steel toe boots, hard hat, protective eyewear, GPS (global positioning system) unit, safety vest, and digital camera.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time
Frequently = occurs 33-66% of the time
Occasionally = occurs 1-33% of the time
Rare = may occur less than 1% of the time

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Never = does not ever occur (such demands are not listed)

This job is classified as

Light

Standing

Occasionally on uneven ground, vegetation, gravel, dirt, cement, concrete, carpet, linoleum, tile, wood, rocks, muddy banks, inclines, stream bed and slippery/wet surfaces for up to 1 hour at a time for up to 2 hours total in a work shift. Most commonly occurs while negotiating and talking to property owners, performing field inspections and copying files.

Walking

Frequently on uneven ground, vegetation, gravel, dirt, cement, concrete, carpet, linoleum, tile, wood, rocks, muddy banks, inclines, stream bed and slippery/wet surfaces on for distances of up to 1 mile at a time for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while performing field visits and inspections.

Sitting

Continuously on an automobile seat, office chair and conference room chair for up to 2 hours at a time for up to 8 hours total in a work shift. Most commonly occurs while driving a County vehicle with an automatic transmission, attending meetings, attending trainings and performing computer work.

Climbing stairs

Rare for up to 2 minutes at a time while climbing up to 2 flights for up to 5 minutes total in a work shift. Most commonly occurs while entering, exiting and inspecting owner properties.

Climbing

Frequently for up to 2 hours at a time for up to 4 hours total in a work shift. Most commonly occurs while traversing hillsides, logs, vegetation and uneven terrain when conducting field visits.

Balancing

Frequently for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while traversing hillsides, vegetation and uneven terrain when conducting field visits.

Bending/Stooping

Occasionally on uneven ground, vegetation, gravel, dirt, cement, concrete, carpet, linoleum, tile, wood, rocks, muddy banks, inclines, stream bed and slippery/wet surfaces for up to 5 minutes at a time for up to 1 hour total in a work

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shift. Most commonly occurs while manipulating files in lower drawers and loading paper in the copy machine as well as traversing vegetation and brush.

Kneeling

Occasionally on uneven ground, vegetation, gravel, dirt, cement, concrete, carpet, linoleum, tile, wood, rocks, muddy banks, inclines, stream bed and slippery/wet surfaces for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while manipulating files in lower drawers and looking under decks as well as traversing over logs and trees.

Crouching

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while manipulating files in lower drawers and looking under decks as well as traversing over logs and trees.

Crawling

Rare on uneven ground, vegetation, dirt, wood, rocks, muddy banks, inclines, stream bed and slippery/wet surfaces for up to 5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while traversing up steep inclines in a ravine.

Operating Controls with Feet

Frequently for up to 1.5 hours at a time for up to 4 hours total in a work shift while driving a County vehicle with an automatic transmission.

Reaching above shoulder height

Rare for up to 1 minute at a time for up to 5 minutes total in a work shift while manipulating files in upper file cabinets as well as moving branches while traversing areas with thick vegetation.

Reaching at waist to shoulder height

Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while driving a County vehicle with an automatic transmission and performing computer duties as well as manipulating documents and files.

Reaching at knee to waist height

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while manipulating files in lower drawers.

Reaching at floor to knee height

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift while manipulating files in lower drawers and looking under decks as all as traversing over logs and trees.

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Lifting 1-10 pounds

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 3-8 pounds while manipulating files, documents, safety equipment and pieces of brush.

Carrying 1-10- pounds

Occasionally for distances of up to 4 blocks for up to 15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 3-8 pounds while transporting files, documents and safety equipment.

Lifting 11-20 pounds

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 11-16 pounds while manipulating large files, boxes of files and title reports.

Carrying 11-20 pounds

Occasionally for distances of up to 4 blocks for up to 15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 11-16 pounds while transporting large files, title reports and boxes of files.

Lifting 21-50 pounds

Rare for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 21-30 pounds while manipulating large title reports and boxes of files.

Carrying 21-50 pounds

Rare for distances of up to 20 feet for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 21-30 pounds while transporting large title reports and boxes of files.

Pushing and Pulling

Rare for up to 5 seconds at a time with a force of 2-7 pounds for up to 1 minute total in a work shift while opening and closing file drawers and moving brush out of the way when performing site visits.

Handling

Frequently for up to 1.5 hours at a time for up to 4 hours total in a work shift while manipulating files, documents, binders and telephone as well as when driving.

Operating Controls with Hands

Frequently for up to 1.5 hours at a time for up to 4 hours total in a work shift while driving a County vehicle with an automatic transmission and using a computer mouse.

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Fingering

Continuously for up to 1 hour at a time for up to 8 hours total in a work shift while manipulating files and documents, preparing mailings, using the copy machine, using the fax machine, writing and performing computer work.

Talking

Continuously for up to 30 minutes at a time for up to 6 hours total in a work shift while conversing and negotiating with land owners, talking on the phone as well as performing presentations at public meetings.

Hearing

Continuously for up to 30 minutes at a time for up to 6 hours total in a work shift while conversing and negotiating with land owners, talking on the phone as well as performing presentations at public meetings.

Near acuity—clarity of vision at 20 inches or less

Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while reading documents such as old deeds and titles as well as performing computer work.

Far acuity—clarity of vision at 20 feet or more

Continuously for up to 1.5 hours at a time for up to 8 hours total in a work shift while driving a County vehicle and performing site inspections.

Depth perception—three dimensional vision

Continuously for up to 1.5 hours at a time for up to 8 hours total in a work shift while driving a County vehicle and performing site inspections.

Visual accommodation—Adjustment of lens of eye to bring an object into sharp focus

Continuously for up to 1.5 hours at a time for up to 8 hours total in a work shift while driving a County vehicle, performing site inspections and reviewing old titles and deeds that might be difficult to read.

Color vision—ability to identify and distinguish colors

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift while identifying potential hazards such as toxic liquids and meth labs.

Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point

Continuously for up to 1.5 hours at a time for up to 8 hours total in a work shift while driving a County vehicle and performing site inspections.

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Night vision--seeing after sundown with minimal or no supplemental light sources

Occasionally for up to 1.5 hours at a time for up to 3 hours total in a work shift while driving to night meetings.

TEMPERAMENTS

Directing, controlling, or planning activities of others: Frequently
Performing repetitive or short-cycle work: Continuously
Influencing people in their opinions, attitudes, and judgments: Frequently
Performing a variety of duties: Continuously
Expressing personal feelings: Occasionally
Working alone or apart in physical isolation from others: Frequently-Continuously
Working effectively under stress: Frequently-Continuously
Attaining precise set limits, tolerances, and standards: Frequently
Working under specific instructions: Continuously
Working with others: Frequently
Making judgments and decisions: Frequently

ENVIRONMENTAL FACTORS

Work is performed in an office setting as well as a rural wildlife setting. The worker traverses uneven and heavily wooded terrain with many tripping hazards. The employee also works near rivers and streams and may traverse through undeveloped land or construction sites. The noise level varies from quiet to loud.

Workers are exposed to

Outside weather: Frequently
Extreme cold: Occasionally
Extreme heat: Occasionally
Wet: Frequently
Humidity/dampness: Occasionally
Fumes: Rare
Odors: Rare
Dusts: Occasionally
Mists: Rare
Gases: Rare
Poor ventilation: Rare
Moving mechanical parts: Occasionally
Vibration: Occasionally
Working in high, exposed places: Rare
Working with explosives: Rare
Toxic or caustic chemicals: Rare

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POTENTIAL MODIFICATIONS TO JOB

Walking stick to assist in balancing when walking on uneven ground.
Sit/stand workstation to reduce sitting and increase standing when performing computer work.
Luggage or utility cart to reduce carrying.

Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours.

The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

Temporary until _____ **Permanent as of _____**

The employee is released to perform the described job with the following modifications:

Temporary until _____ **Permanent as of _____**

The employee is not released to perform the described duties due to the following job functions:

Temporary until _____ **Permanent effective _____**

The employee is unable to work in any capacity.
A release to work is: **anticipated by _____** **Not expected**

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date