

POSITION: Engineering Specialist / Right-of-Way Agent

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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Posting# 3047-0218sr

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step 38-\$23.08 - 44-\$26.52 hourly \$1,846 - \$2,121 bi-weekly

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: January 30, 2018

CLOSING DATE: Open Until Filled

***All applications received by February 12, 2018** will be screened by the HR Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under general direction of the Division Manager - Engineering, coordinate activities relating to the acquisition, development, and documentation of county real property efforts, and other duties of the Engineering Division.

DUTIES INCLUDE:

Manage documents for County projects relating to County buildings, park facilities, parking lots, roads, bridges, and similar Public Works facilities.

Conduct title searches, prepare all land acquisition forms, and hire and work with independent appraisers to establish current market values of subject land.

Contact landowners and negotiate to secure properties for County projects through purchase, donation, or easement.

Notarize and record deeds on behalf of Utah County.

Coordinate the office activities of County projects with other departments, the public, and outside agencies.

Monitor compliance to rules, codes, and standards for all projects and subdivisions.

Assist in obtaining permits for County projects.

Perform office and field reviews and approve projects concerning gravel pits, subdivisions, access permits, excavation permits, surveys, survey filing law plats, environmental impact statements, and other related matters.

Prepare bid proposals, project estimates, project purchase orders, project specifications, and drafts contract documents for County projects.

Verify payment requests and submit for approval.

Verify appropriate licensing bonds, insurance, and related information for contract approval.

Maintain project cost control information and issue start work orders.

Prepare and maintain bidding lists and contractor information sheets.

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EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of surveying and engineering principles, Knowledge of construction practices and methods
Knowledge of local codes, building codes, construction requirements, and safety procedures, Knowledge in the use of design, page layout, multimedia computer programs, video equipment, and related technologies, Skill in reading, writing, and math, Skill in making professional presentations, Skill in word processing and basic programs, Skill in document composition, Ability to maintain cooperative working relationships with those contacted in the course of work activities, Ability to communicate technical information to others verbally and in writing, Ability to read blueprints, specifications, and construction plans, Ability to maintain files, records, and reports, Ability to utilize CAD and publishing software.

REQUIREMENTS FOR EMPLOYMENT:

Equivalent to an associate's degree including course work in Computer Science, Engineering, Surveying, Communications, Construction, and Public Relations. Four (4) years of formal work experience performing right-of-way acquisition and related activities.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:

Selected applicants must obtain State of Utah Certificate of Authority of Notary Public during the probationary or trial period. Applicants must possess a valid driver's license and obtain a valid State of Utah driver license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.