



Engineering Specialist / Right-of-Way Agent

Job Description

Department: Public Works
Position: Career Service
Starting Step: 38, Table 18
Supervisory: No
Reports to: Division Manager - Engineering

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.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage documents for County projects relating to County buildings, park facilities, parking lots, roads, bridges, and similar Public Works facilities.
2. Conduct title searches, prepare all land acquisition forms, and hire and work with independent appraisers to establish current market values of subject land.
3. Contact landowners and negotiate to secure properties for County projects through purchase, donation, or easement.
4. Notarize and record deeds on behalf of Utah County.
5. Coordinate the office activities of County projects with other departments, the public, and outside agencies.
6. Monitor compliance to rules, codes, and standards for all projects and subdivisions.
7. Assist in obtaining permits for County projects.
8. 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.
9. Prepare bid proposals, project estimates, project purchase orders, project specifications, and drafts contract documents for County projects.
10. Verify payment requests and submit for approval.
11. Verify appropriate licensing bonds, insurance, and related information for contract approval.
12. Maintain project cost control information and issue start work orders.
13. Prepare and maintain bidding lists and contractor information sheets.
14. Respond to questions and complaints from the public concerning the services of the Public Works Department.

For Office Use Only

Class Code: 3047

Class Title: Engineering Specialist – Right-of-Way Agent

FLSA: Non-Exempt

Effective Date: 1/21/2018

Public Safety: No

Worker's Compensation: County

Background Level: II

Safety Sensitive: No

DOT: No

15. Maintain current knowledge of County water rights and the processes involved in maintaining, transferring, and obtaining additional water rights.

Knowledge, Skills, and Abilities

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

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but work is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This job exposes incumbent to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This role requires the operation of a motor vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 – 50 pounds.

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Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

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

Additional Eligibility Qualifications

- 1. Selected applicants must obtain State of Utah Certificate of Authority of Notary Public during the probationary or trial period
- 2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver license within 60 days of employment
- 3. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

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Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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