

RIGHT-OF-WAY ENGINEER

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional level position in the Department of Public Works responsible for acquiring properties and right of way easements for highway construction and maintenance projects. The incumbent works with highway engineers to determine the extent of proposed land takings or abandonments. The incumbent researches deeds to determine ownership, appraises property value, and negotiates with property owners or their legal representatives for acquisition. The incumbent is responsible for mapping and describing the property to be acquired, clearing the titles of any liens, and preparing all documents for closing, working closely with the County Attorney's Office and Division of Real Property Tax. The incumbent is responsible for all related record keeping, works with utility companies to coordinate work, and prepares or reviews Utility Work Agreements in advance of capital projects. In addition, the incumbent directs and supervises the county's survey crew and administers consultant contracts for right of way and survey activities. The work is performed under the general supervision of a higher level employee, with considerable independence in the daily performance of duties. Limited supervision may be exercised over assisting engineering staff.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares or reviews property appraisals for the purchase or sale of lands and buildings for state, county, and federally funded transportation projects in compliance with all appropriate laws, based on field investigations, recognition of any consequential damages, and research of sales or other data that establishes comparable value;
2. Researches deeds, tax maps and other sources to determine right-of-ways, property lines and legal ownership of properties and roads;
3. Writes legal descriptions based on acquisition or abandonment maps and prepares the legal options necessary for the purchase of properties;
4. Communicates with owners or their legal representatives to negotiate settlements for the procurement of land or other real property purchased directly, taken through condemnation proceedings, or acquired through land donations;
5. Provides the County Attorney's office with SEQRA declarations, signed Purchase Agreements and other information required for the preparation of resolutions;
6. Insures that deeds, leases, mortgage releases and tax affidavits are signed and returned to the County Attorney's office;
7. Insures that monies are property encumbered and that proper payment is made to owners after all documents have been finalized;
8. Provides the County Attorney's office with highway records for accident investigations;
9. In conjunction with engineering staff plots deeds, and drafts right-of-way, easement and abandonment maps;
10. Maintains records and answers inquiries pertaining to County right-of-ways, fee acquisition, easements, abandonments and statutory width of highways;
11. Records all transactions and makes regular reports concerning the status of all negotiations and investigations;
12. Coordinates with New York State Department of Transportation staff for the right of way work related to federally funded county projects, including assembling and submitting right of way records.

RIGHT-OF-WAY ENGINEER (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of land and building appraisal; good knowledge of the legal requirements and procedures of land acquisition and disposal; good knowledge of standard highway design, construction and maintenance procedures; good knowledge of the principles and practices of land surveying; ability to communicate, both orally and in writing; ability to work effectively with property owners, their legal representatives and others; tact; courtesy; initiative; integrity; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Licensure as a New York State Licensed Real Estate Appraiser or higher level appraiser license and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in engineering, mathematics, geology, physics, chemistry, or a closely related field;
- OR: (B) Two years of full-time work experience in mapping, surveying, engineering or the construction of highways, bridges or buildings;
- OR: (C) An equivalent combination of education and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a valid driver license at time of appointment and to maintain position.

EG0208
REVISED: 05/18/87
12/15/87
02/05/88
08/04/88 (Land and Claims Adjuster)
07/01/91
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