

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ENGINEERING SPECIALIST / RIGHT-OF-WAY AGENT
CLASS CODE: 3047
EFFECTIVE DATE: 3/3/98 (Revised 6/14/96 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Public Works

JOB SUMMARY

Under general direction, coordinates activities relating to the acquisition, development, and documentation of County real property efforts.

CLASS CHARACTERISTICS

This is the primary coordinator classification level responsible for administrative aspects relating to County engineering projects.

ESSENTIAL FUNCTIONS

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

Conducts title searches, prepares all land acquisition forms, and hires and works with independent appraisers to establish current market values of subject land.

Contacts landowners and negotiates to secure properties for County projects through purchase, donation, or easement.

Notarizes and records deeds on behalf of Utah County.

Serves as a member of the Utah County Utilities Committee to coordinate construction projects with the work of the utility companies.

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

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

Assists in obtaining permits for County projects.

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

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

Verifies payment requests and submits for approval.

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

Maintains project cost control information and issues start work orders.

Prepares and maintains bidding lists and contractor information sheets.

Responds to questions and complaints from the public concerning the services of the Public Works Department.

Creates and edits department publications including four-color brochures, annual reports, master plans, press releases, newsletters, and special graphic projects.

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

ENGINEERING SPECIALIST / RIGHT-OF-WAY AGENT

3/3/98

page 2

Creates, writes, and edits historical and/or technical video and slide presentations using computer multimedia technology and video production, editing, sound mixing, and camera equipment.
Receives, reviews, and files private surveys and subdivisions.

KNOWLEDGE, SKILLS, AND ABILITIES

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

PHYSICAL DEMANDS

Typically sit a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room; Work exposes incumbent to hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to unknown and dangerous conditions.

EDUCATION AND EXPERIENCE

Equivalent to an Associate's Degree including course work in computer science, engineering, surveying, communications, construction, and public relations; and four (4) years formal work experience performing right-of-way acquisition and related activities.

LICENSING AND CERTIFICATION

Incumbent must possess a current State of Utah Certificate of Authority of Notary Public; and must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.