



**RIGHT OF WAY SPECIALIST**  
(FULL TIME, SALARY, NON-EXEMPT)  
Salary Range \$37,000 - \$70,000

The Butler County Engineer's Office (BCEO), Butler County, Ohio, is seeking applicants for a **Right of Way Specialist** (Specialist). Specialist is under the general supervision of the Engineering Manager. Specialist is responsible for acquiring and coordinating the right-of-way for local and federal road and bridge projects.

The Right of Way Specialist is responsible for reviewing right-of-way plans and assuring proper documentation of expenditures working toward the objectives of the Engineering Department, the safety and care of co-workers and Butler County residents.

The successful candidate must have an associate's degree or any such combination of education, training, or experience in right-of-way acquisition and appraisal procedures as may be acceptable to the hiring authority; have a valid State of Ohio driver's license with fewer than 6 points; and, is required to utilize a variety of technical information and knowledge in completing work assignments including State and Federal regulations on right-of-way acquisition.

The Right of Way Specialist must be able to work daily and walk, stand, and climb through rough terrain on construction sites for field review and inspections. Employee must be able to wear safety equipment as required by OSHA and the BCEO safety policy.

**The successful candidate for this position must be able to perform all of the following essential functions with or without reasonable accommodation:**

- Must be able to communicate well and work well with others and cooperate with residents, vendors, customers, and employees of Butler County.
- Review right-of-way plans for construction projects throughout the design process.
- Research deeds, plats, easements, and all other right-of-way documents and records relevant to engineering projects.
- Perform or oversee Title Research, Appraisals, and Appraisal Reviews as needed to prepare a right-of-way cost analysis.
- Communicate with property owners, thoroughly explain projects and the effects on property, respond to inquiries, explain policies and procedures, and provide assistance as needed.
- Negotiate and coordinate right-of-way acquisition activities for both local and federal aid projects.
- Attend eminent domain hearings and trials as requested by the Butler County Prosecutor to provide information regarding right-of-way activities and procedures.
- Keep accurate logs of calls and meetings during the right-of-way process as required.
- Maintain federal aid project records and files in accordance with the Ohio Department of Transportation.
- Work with project teams and property owners to eliminate and resolve any problems.

- Coordinate property restoration activities with property owners.
- Attend project meetings including pre-bid, pre-construct, and project progress meetings.
- Any other work that is not listed that the Engineering Manager assigns and deems necessary.

**Skills and Knowledge:**

- Specialized knowledge of right-of-way procedures and practices and the ability to make practical application to work assignments.
- Knowledge of real estate laws, principles, practices, and procedures.
- Knowledge of Federal, State, and County property acquisition rules, regulations, and guidelines.
- Ability to interpret engineering plans and specifications.
- Ability to organize duties and activities while maintaining accurate records and files.
- Knowledge of BCEO Policy Manual and the Ohio Revised Code as they relate to specific job-related duties.
- Knowledge of the latest ODOT Right-of-Way Manuals.
- Knowledge of personal computers and the ability to use and operate for job duties.
- Knowledge of construction sequencing procedures.
- Ability to communicate effectively, both orally and in writing.

**Job Location:**

- The Right of Way Specialist's work is typically performed in a modern office environment. Occasionally, field checks and property owner meetings will require the ability to work outside and in adverse weather. It is the responsibility of the Specialist to wear appropriate attire, including steel-toed shoes when working on construction sites.

The employee in this position will work from the Butler County Engineers Office. Normal hours of work are 7:30 a.m. to 4:30 p.m. The successful candidate will be willing to work outside of normal hours in order to set meetings with property owners, which may include nights and weekends

In addition to the salary mentioned above the position includes an excellent benefits package. Please submit a cover letter, resume and salary history on or before May 18, 2018 by mail to the Butler County Engineer's Office, Attn: Alan Steele, 1921 Fairgrove Avenue, Hamilton, OH 45011 or email to [steelea@bceo.org](mailto:steelea@bceo.org).

**BCEO IS AN EQUAL OPPORTUNITY EMPLOYER**

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.