



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) to be responsible for acquiring and coordinating the right-of-way for local and federal road and bridge projects. The successful candidate must have an Associate 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; must 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.

Must be able to perform all of the following essential functions:

- Able to communicate and cooperate well
- Review and follow-up of right-of-way plans for construction
- Research deeds, plats, easements, and all other right-of-way documents
- Perform or oversee title research, appraisals and appraisal reviews
- Prepare right-of-way cost analyses
- Explain projects and the effects on property
- Respond to inquiries, explain policies and procedures, and provide assistance
- Negotiate and coordinate right-of-way acquisition activities
- Attend eminent domain hearings and trials
- Keep accurate logs of calls and meetings
- Maintain Federal Aid project records
- Eliminate and resolve any problems
- Coordinate property restoration activities with property owners
- Any other work assigned by the Engineering Manager

Skills and Knowledge:

- Practical application of right-of-way procedures and practices
- Knowledge of real estate laws, principles, practices, and procedures
- Knowledge of Federal, State, and County property acquisition regulations
- Ability to interpret engineering plans and specifications
- Knowledge of the latest ODOT right-of-way manuals
- Knowledge of construction sequencing procedures

Please submit a cover letter, resume and salary history on or before July 16, 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.

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.