

## ADMINISTRATOR - RIGHTS OF WAY

Code No.: 3-14-144

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving responsibility for the negotiation for purchase of easements and properties required for new construction, assistance in selection of the most economical routes for new construction, and maintenance of records of MCWA properties and easements. Works under the direct supervision of the Engineering Manager and the general supervision of the Director of Engineering and Distribution. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Consults with appraisers and arborists to establish value of property to compensate owners in order to obtain easements, purchase property, or for loss of trees, as a result of Monroe County Water Authority activities;

Negotiates with property owner to obtain desired easements or property for Monroe County Water Authority construction projects on favorable terms;

Assists in determining most economical route for new distribution mains and services;

Maintains records of easements and Rights of Way obtained by Monroe County Water Authority;

Consults with legal, real estate, and appraisals professionals as required to accomplish duties;

Files property transactions in the County Clerk's Office and does related work;

Assures proper legal safeguards have been taken before granting right to property;

May evaluate potential use of Monroe County Water Authority property by others.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of real estate law; good knowledge of Monroe County Authority engineering requirements; ability to maintain accurate records; ability to search records to determine identity of property owners; ability to ascertain the need for professional consultation with regard to real estate law; ability to propose feasible alternative routes for new mains; ability to establish good working relationships with others; judgment, integrity; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus four (4) years paid full-time experience in Sanitary or Civil Engineering; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus two (2) years paid full-time experience in

Sanitary or Civil Engineering.

SPECIAL REQUIREMENTS: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

REVISED: March 19, 1981