

# Job Opening

**Date:** May 7, 2019

**To:** Internal/External Applicants

**From:** Pam Thomas, HR

**Re:** Job Opening for Right of Way Agent, Engineering Division

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Qualified applicants are encouraged to apply for the Right of Way Agent position currently open in the Engineering Division. June 18, 2019, marks the closing date.

Paygrade 28 with a hiring range of \$52,211 - \$63,986.

Under general supervision, performs technical and administrative work in securing easements for the Metropolitan Sewerage District of Buncombe County's Capital Improvement Program. Work involves review of construction plans, GIS maps, easement surveys, easement agreements and other legal documents pertaining to land ownership. Employee is responsible for meeting with property owners to explain scope and effect of projects, negotiating to obtain easement approval and processing payment of compensation, if any. Employee is also responsible for conferring with engineers, surveyors, attorneys, and permitting agencies concerning proposed changes in project scope or specifications necessitated by land owner concerns. Work also involves preparing and maintaining files and records pertaining to individual right of way acquisitions distributing various documents to parties involved. Employee must exercise considerable tact, courtesy and firmness in contact with property owners and the general public. Considerable initiative and independent judgment must also be exercised in the completion of assigned tasks. Reports to the Right of Way Manager.

Bachelor's degree in business, civil engineering or related field and two or more years experience in the easement acquisition field, providing knowledge of easement rights, reading surveys, reading construction plans and negotiation skills, preferably with experience in pipeline acquisition; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must be proficient in Microsoft Office 2016 software and be able to use basic mapping software to locate properties sewer lines, and print maps. Possession of a valid North Carolina drivers license. Possession of or eligibility for a North Carolina Notary's seal.

Interested candidates will find more information at our website: [www.msdbc.org](http://www.msdbc.org)

Submit resumes to [pthomas@msdbc.org](mailto:pthomas@msdbc.org)

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