

Job Opening

Date: 3/4/2024

To: Internal/External Applicants

From: Meredith Troughton, HR

Re: Job Opening for Right of Way Field Agent

This posting is for a Right of Way Field Agent position currently open in the Engineering Division. Qualified applicants are encouraged to apply.

This position is open until filled. Hiring range of \$30.90 (min) - \$37.87 (mid). Pay will depend on the selected candidate's experience.

JOB DUTIES:

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 reviewing construction plans, GIS maps, easement surveys, easement agreements, and other legal documents about land ownership. The employee is responsible for meeting with property owners to explain the scope and effect of projects, negotiating to obtain easement approval, and processing payment of compensation, if any. The employee is also responsible for conferring with engineers, surveyors, attorneys, and permitting agencies concerning proposed changes in project scope or specifications necessitated by landowner concerns. Work also involves preparing and maintaining files and records about individual right-of-way acquisitions and distributing various documents to parties involved. Employees 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.

MINIMUM TRAINING AND EXPERIENCE

- A degree in business, planning, civil engineering, survey, 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 365 software and be able to use basic mapping software to locate properties sewer lines and print maps.
- Requires a valid North Carolina Driver's license.

Interested candidates will find more information on our website <https://www.msdbc.org/careers.php> Resumes may also be submitted to mtroughton@msdbc.org

MSDBC is an Equal Opportunity Employer. Best of luck to all applicants.

Employment Security Commission
Radio
Indeed
Right of Way Association's website

Asheville Branch NAACP
MSD website
Urban News