

# Right-of Way Coordinator

Classification: Classified  
FLSA Qualification: Not Exempt  
Employment Status: Full Time, permanent  
Normal Work Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.  
Revision Date: 2/24/2025

Pay Range: Negotiable based upon education and experience

## **SERIES PURPOSE:**

Manage and perform technical work associated with organizing, implementing processes, and participating in activities related to the Ottawa County Engineer's permitting process as well as oversee miscellaneous activities being performed within county and township rights-of-way.

## **QUALIFICATIONS, LICENSURE AND/OR CERTIFICATION REQUIREMENTS:**

### **Licenses / Certifications:**

- Experience in a road and/or bridge related construction field.
- A degree in Civil Engineering or Construction Technology preferred.
- Proficient with Microsoft Office Modules
- Valid Ohio Driver's License

### **Other Qualifications**

- Collect, analyze and interpret data
- Organize, evaluate, implement and manage activities related to permits, projects and other duties as assigned.
- Analyze, evaluate and communicate potential changes to procedures
- Identify existing or potential problems, formulate corrective measures and communicate ideas to others
- Possess strong verbal and written communication skills (i.e. write reports, prepare business correspondence, and maintain records)
- Develop and maintain effective work relations with coworkers, associates, other county employees, representatives from government agencies and utility companies, and the general public
- Ability to read and interpret construction plans
- Knowledge of permitting programs and services, current trends and resources is preferred.
- Experience with Computer aided design and Geographic Information Systems is desired.

## **DUTIES OF THE POSITION:**

1. Manage activities as part of a team to organize, implement processes, and participate in events related to the Office's permitting process as follows:
  - a. Receive, review, coordinate and process utility and right-of-way permits
  - b. Respond to concerns and questions regarding the Office's permitting activities.
  - c. Notify permit holders of problems and/or non-compliance issues
  - d. Assist in updating permit requirements and standards
  - e. Work with townships to coordinate permitting activities on their behalf.
  - f. Evaluate and coordinate necessary surveying and engineering needs as a result of various permit applications.

- g. Research, compile, sort, retrieve, tabulate, and summarize data from permitting files, inspection reports, and other sources in preparing memoranda, correspondence, and other written reports.
  - h. Perform basic surveying and layout tasks
  - i. Conduct inspections, for the purposes of determining compliance with county rules, permits, and other regulatory requirements.
2. Additional Duties
    - a. Manage and/or perform underground utility locates as requested by outside persons and/or agencies through the OUPS process as assigned.
    - b. Coordinate utility relocations within rights of way
    - c. Assist other staff members with project inspection, inventory and management
    - d. Assist in development and maintenance of access management program.
  3. Meet all job safety requirements and all applicable safety standards.
  4. Follow Agency Policies and procedures
  5. Perform other duties as assigned

**ESSENTIAL FUNCTIONS OF THE POSITION:**

1. Must demonstrate regular and predictable attendance.
2. Be able to work overtime for job related functions, training, meetings, etc.
3. Ability to travel for meetings and training.
4. Ability to work outside in various locations (road right of way, field, etc.) and conditions (including but not limited to extreme temperatures, confined spaces, intense noise, environmental conditions, and driving conditions.)
5. Be able to work in special conditions such as traffic, loud noises, dirt, dust, fumes, ditches, loose stone, ice, confined work areas, poison ivy and similar plants, animals (including remains), insects, rodents, animals, human waste, etc.
6. Physical requirements include, but are not limited to, climbing, bending, stooping, reaching, walking, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions. Be able to lift 50-100 pounds.
7. Possess and maintain valid Ohio Vehicle Operator's License
8. Maintain insurability by County provider

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Continuing Education requirements to retain required licenses (if applicable). Professional education and training sessions, seminars and workshops as directed.

**EQUIPMENT / TECHNOLOGY USED**

Computer, hydraulic programs, structural design and analysis software, CAD software, survey tools, utility vehicles, trucks, motor vehicles

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Employee Name

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Employee Signature

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Date of Receipt