

## PROPERTY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of an Associate Engineer, is responsible for the acquisition of all real property rights required by the capital construction program of the Department of Environmental Facilities and the management of all currently held property rights for all of the County sanitary sewer and water districts. These responsibilities include direct charge of all phases of the acquisition procedures from preliminary route or site selection through the preparation of property maps, the title searches, appraisals and negotiations, to the closing of title. Also included is close liaison with design engineers to insure that covenants agreed to with property owners are properly inserted in construction contracts and observed during construction. Included as well is the maintenance of a current inventory of all property holdings related to County treatment plants, pumping stations, water mains, trunk sewers, and interceptor sewers. Supervision is exercised over a limited number of technical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Handles inquiries from municipalities, public utilities, and the public regarding water mains and sewer easements and property parcels;

Maintains land records and legal maps;

Works with the Department engineers and consultants in the preliminary phase of a project related to site or route selection to the end that the acquisition of rights will cause the least possible damage to property values consistent with low cost to the County;

Maintains close liaison with the County's Real Estate Director and secures his professional advice where needed;

Confers regularly with attorneys from the Department of Law to coordinate their legal work with the schedules and objectives of the Department of Environmental Facilities;

Investigates records in the Tax Commission Office, and in the Division of Land Records, to properly identify the land parcels and owners thereof who may be affected by planned construction;

Takes proposals from drafts, contracts for, and directs the work of land surveyors retained by the County to perform property surveys and to draw taking maps;

Assists the title companies with information required to initiate their work;

Assists the appraisers with information needed to undertake their work;

Works closely with the real estate negotiators, and generally accompanies them in visiting the property owners; becomes involved with the property owners on technical questions related to easements, etc.;

EXAMPLES OF WORK: (continued):

Drafts, in technical language, the covenants related to construction on private property, for review and addition of legal phraseology by the County Attorney;

Indicates to the designing engineer the provisions which must be included in the construction contracts to insure compliance with the easement agreements;

In matters related to grants of lands underwater, deals with appropriate departments of the State of New York in the procedures necessary to obtain such grants;

Drafts legislative acts for State and County agencies, and resolutions for County Board of Acquisition and Contract in connection with property acquisitions;

Writes reports on all phases of property.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles of real estate management as such applies to the acquisition and administration of land, liens, easements, acquired by the Westchester County Department of Environmental Facilities in connection with the department's capital construction program; good knowledge of New York State real estate law as such governs the acquisition of real estate acquisition and the negotiation of property rights, liens, and easements by a County governmental agency; fair knowledge of local zoning rules and regulations within localities affected by the department's capital construction program; fair knowledge of heavy construction alternatives in the creation of new or modification of existing sewers, water mains, and appurtenances in order to estimate relative costs and/or land options available to the department; ability to engage in negotiation for property with owners to their representatives; ability to initiate, lay out, and supervise the work of others; ability to deal effectively with the public, and with professionals in the fields of engineering, real estate and law; initiative; tact; neat personal appearance; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) an Associates Degree\* and six years of experience relating to contract negotiation, real estate management, real estate office supervision and general civil engineering; or (c) a Bachelor's Degree\* and four years of experience as described in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.  
J. C.: Competitive  
EJQ

Job Class Code: C0825  
Job Group: XII