

JOB DESCRIPTION

Job Title: Right-of-Way Negotiator
Reports To: Right-of-Way Manager
FLSA Status: Non-Exempt
Department: Engineering
Date: April 1, 2013

Salary starting at \$59,904 (\$28.08)

Summary:

Contacts and negotiates with property owners to obtain water line easements on the owned property in connection with capital improvement projects, relocation projects, line extensions, and/or new meter installations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Use company resources, search engines, and other sources to locate landowner's addresses and telephone numbers.
- Negotiate with property owners for the purchase, lease, donation, or acquisition of an easement of real property for a potential water line to traverse a portion of their property.
- Negotiate with property owners to acquire land rights using condemnation procedures if required. Assemble all file data for attorney's preparation of lawsuit.
- Understand preliminary project maps to identify the properties on-site and explain the project plans to the landowners.
- Understand the easement document and procedures for installation and construction of the water line to adequately address any landowner concerns.
- Prepare preliminary cost estimates and acquisition documents, letters of estimated value, and appraisals for acquisitions and easements.
- Inform property owners of their rights, applicable laws, and regulations. Negotiate claims settlements with owners.
- Draft and prepare letters to landowners or their representatives as required.
- Coordinate potential changes requested by landowner during negotiations with Engineering and Project Manager.
- Coordinate meetings with landowners, surveyors, and/or other company employees required for closure of negotiations of a water line easement.
- Interpret the Limited Title Report to help obtain necessary information from the landowner needed to assist the Title Examiner in clarifying ownership of the property.
- Document all right-of-way activities, discussions, and meetings and organize documentation within each project to track all work performed to acquire easements.
- Work unsupervised and communicate effectively, both in writing and verbally, and be able to work outside of normal business hours on occasion.
- Prepare management reports regarding right of way activities.
- Perform other tasks as designated by supervisory personnel.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

One year or more of college or technical school; one (1) to three (3) years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Word Processing, Excel, E-Mail, Database Software, Internet Software, Deed Plotting Software.

Other Knowledge, Skills, & Abilities:

Thorough familiarity with real estate laws, legal codes, and procedures. Completion of International Right of Way Association (IRWA) course work is preferred, but not required.

Certificates and Licenses:

Valid State of Texas Driver's License. Notary Public is preferred, but not required.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals; biological hazards; risk of electrical shock and vibration. The employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Please send application and resume to the following:

Human Resources Manager

Aqua Water Supply Corporation

P. O. Drawer P

Bastrop, Texas 78602 or send to careers@aquawsc.com