

JOB DESCRIPTION

Job Title: Right-of-Way Assistant
Reports To: Right-of-Way Manager
FLSA Status: Non-Exempt
Department: Engineering
Date: July 17, 2024

Starting Salary: TBD based on experience

Summary:

Answer incoming telephone calls to the New Services and Right-of-Way (ROW) Department. Assist in management, coordination, and completion of all projects (capital improvements, developments, relocations, extensions, and new meter sets) by preparing project files for processing and negotiations and completing necessary paperwork to close out project files. Assist Right-of-Way, New Services, and Customer Service in new services, new construction, and other assorted items as needed.

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

- Maintain project files, process all requested correspondence, and answer telephone calls in order to assist with the completion of each project.
- Prepare approved projects for title examination and proofread all title reports.
- Assemble landowner files for negotiator and close-out files once negotiations are completed. Assist in filing executed easements with the appropriate county clerk's office.
- Prepare easement documents, maps, and initial contact letters to all landowners affected by the company's projects.
- Assist with new services and new construction in verifying and/or preparing necessary easements and/or contact letters for new services, required water line extensions and road bores. Prepare construction and survey packets for water line extensions when necessary.
- Prepare necessary permits. Assemble construction packets for each project and prepare construction contact letters to send to landowners.
- Evaluate closed files for completeness and enter necessary landowner information into project database.
- Verify lien holder for each executed easement and prepare subordination of lien documents when necessary. Complete research at county clerk's office as needed.
- Assist to track ROW expenses and expenses for reimbursable projects.
- Prepare and assemble condemnation packets as needed.
- Assist department co-workers as needed and assist customers with questions as required.
- Assist in reviewing and managing new service applications on the online application portal and provide timely updates to applicants regarding the status of their applications.
- Scan and file all necessary documentation.
- 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) year related experience and/or training as department assistant; 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 in standardized situations.

Computer Skills:

Word Processing, Excel, E-Mail, Database Software, and Internet Software.

Other Knowledge, Skills, & Abilities:

Must be a fluent Spanish speaker.

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 occasionally exposed to work near moving mechanical parts and risk of electrical shock. 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.