



**Submit resume and cover letter to:**  
**Northern Water, 220 Water Ave.**  
**Berthoud, CO 80513**  
**Email Preferred:** [careers@northernwater.org](mailto:careers@northernwater.org)

**Posted:** 5/11/26  
**By:** AJ  
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## Right-of-Way Management Specialist

Division/Department: Engineering Division/Real Estate Department  
Reports to: Real Estate/Security & Emergency Management Department Manager  
Location: Berthoud, CO  
Type of Position: Full-time  
Status: Non-exempt  
Salary Range: \$27.70 - \$36.86

### GENERAL STATEMENT

Under general supervision, this position is responsible for locating, identifying, reporting, and marking underground utilities to protect pipelines, fiber, electric, canals, siphons, and other underground facilities from damage due to excavation or other activities. In addition, responsible for the protection and repairing of facilities and the management of all easements, canal act, and fee owned lands.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review all locate requests received from the Utility Notification Center of Colorado (UNCC) to determine whether Northern Water, Municipal Subdistrict, Enterprise facilities, or property interests are impacted. Clear tickets that require no action and initiate appropriate for field locates within the required time frame. Monitor the UNCC website multiple times daily to ensure timely response to all requests.
- Maintain communication with UNCC to implement necessary updates to notification settings, including adjustments to notification boundaries. Provide details on new facilities to ensure they are added to UNCC notification lists.
- Review contractor excavation and construction plans to identify potential conflicts with existing Northern Water, Municipal Subdistrict, and Enterprise facilities. Refer any proposed easement crossing to Real Estate Services Department Manager for appropriate permitting or licensing.
- Review proposed development plans for projects that may impact Northern Water, Municipal Subdistrict, Enterprise facilities, or property interests. Collaborate with the Project Management Department to identify and implement necessary modifications to ensure the protection of all facilities and property interests.
- Inspect all crossings of Northern Water, Municipal Subdistrict, and Enterprise facilities to monitor excavation and construction work; ensure compliance with engineering requirements.
- Assign appropriate expense code to UNCC tickets for billing purposes and record time worked to the appropriate job cost code.
- Utilize GPS to document all new utility crossings.

- Conducts weekly inspections of pipelines, pump plants, valve houses, canals, siphons, and all appurtenant structures across Northern Water, Municipal Subdistrict, and Enterprise facilities as time permits. Report any abnormalities to the supervisor.
- Collaborate with GIS staff to update maps with new utilities, streets, and developments near Northern Water facilities.
- Replace outdated pipeline, fiber, and electric markers, ensuring accurate placement and contact information. Install new markers where needed (i.e. fences, roads, etc.).
- Maintain a clean vehicle inside and out and schedule maintenance as needed.
- Contact property owners prior to access private property to reach facilities or easements.
- Communicate professionally and diplomatically with the public, coworkers, contractors, landowners, and other agencies.
- Perform visual inspections of Northern Water, Municipal Subdistrict, and Enterprise property interests and report activities such as encroachment, construction, wet areas, or subsidence to the supervisor.
- Repair minor damage to cathodic protection (CP) pipe wrapping, CP wiring, and test stations.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Serves on a 24-7 on-call rotation for up to seven consecutive days. Respond to emergency call outs promptly, often with little or no advance notice.
- All other duties as assigned.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

#### **Education**

- High school graduate or equivalent.

#### **Experience**

- Must have previous experience in locating water, fiber, and electric lines. Must be familiar with locating equipment.

### **LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS**

- Must possess a valid Colorado driver's license.
- Completion of Utility Line Locator Certification and/or Basic Utility Line Locator Training course within 12 months of hire is required.
- Successful completion of all safety training offered by Northern Water.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge**

- Use of locating equipment.
- Industrial and construction regulations, safety rules, and practices.
- Standard construction procedures and techniques.

#### **Skills**

- Read and interpret maps, both printed and digital. Understanding of how to interact with digital maps, turn layers on/off, knowledge of what GIS/GPS technology is, and experience with ESRI web maps or Field Maps mobile software is a plus.
- Ability to navigate mobile mapping applications, tools, find your location, measure distances, turn layers on/off, and change basemaps.
- Ability to troubleshoot a GPS unit and/or mobile mapping applications for field use, willingness to provide feedback to improve mapping accuracy and overall workflow.
- Excellent oral and written communication skills.

- Intermediate Microsoft Office software skills.

### Abilities

- Create and maintain a positive working relationship with the public, water users, agencies, entities, groups, and other employees.
- Ability to learn and utilize high-accuracy Northern Water GPS equipment to capture, verify, or update field data. Ability to identify errors in mapping information based on field observations and in the review of locate markings.
- Read prints, drawings, and maps.

### PHYSICAL REQUIREMENTS

- Work is primarily performed outdoors in all terrain and in all weather conditions. Requires moderate physical activity, including bending, climbing, pushing, pulling, stooping, moving, and positioning heavy objects— up to 75 pounds occasionally and up to 30 pounds regularly. Frequent kneeling is necessary to perform essential job functions.
- Walking 2 to 5 miles over uneven terrain, including ditch banks with slippery, muddy, or snow-packed surfaces.
- Exposure to inclement weather, moving machinery, electrical voltages, confined spaces, heights, swift moving and cold water, high levels of noise, and active construction sites.
- Ability to effectively judge distances, coordinate use of tools and equipment, and detect tones from locating equipment.
- Extended periods of driving, sitting, and operating a vehicle.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

### OTHER REQUIREMENTS

- Required to wear safety clothing provided during working hours.
- Maintains a personal appearance appropriate for job position and image of Northern Water.

**This job description in no way states or implies that these are the only duties to be performed by this employee.**

**Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**