



Submit resume and cover letter to:
Northern Water, 220 Water Ave.
Berthoud, CO 80513
Email Preferred: careers@northernwater.org

Posted: 3/31/2025
By: JG
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By:

Right-of-Way Agent

Division/Department: Engineering Division/Real Estate Department
Reports to: Real Estate Manager/Security and Emergency Manager
Location: Berthoud, CO
Type of Position: Full-time
Status: Non-exempt
Salary Range: \$41.35 - \$47.81

GENERAL STATEMENT

The candidate will perform entry level right-of-way services including but not limited to negotiating the acquisition of lands and easements for pipeline and related appurtenances. This position will work as a part of a multidiscipline team including, engineering, surveying, environmental and communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Secures permission to enter properties through a right-of-entry from landowners and tenants.
- Reviews and interprets appraisals and comparative market analysis to calculate offers to purchase real estate interests.
- Negotiates acquisitions of land and easements, drafts Notices of Intent to Acquire, Final Offer Letters to Purchase, Purchase and Sale Contract pursuant to Northern Water's and its Enterprises Eminent Domain authority.
- Follows Northern Water's and its Municipal Subdistrict's Right-of-Way acquisition process to negotiate easements and fee interests in accordance with the Acquisition Process Manual.
- Answers questions and provides information to property owners and the public regarding Northern Water's projects.
- Contacts property owners to explain activities related to their properties and provides acquisition information.
- Conducts research of county records in matters related to real property and right-of-way.
- Drives to various locations throughout northern Colorado for the purpose of right-of-way and property acquisitions, management and the protection of all properties owned and operated by Northern Water.
- Maintains a detailed diary containing the facts of each contact for every property owner and tenant of a project.
- Negotiates damage settlements as required.
- Contacts, advises, and informs public agencies, consulting firms, and individuals regarding real property, right-of-way, and facilities owned and operated by Northern Water and its Municipal Subdistrict.

- Keeps abreast of current developments and methods concerning right-of-way management.
- Assists others in developing and administering policies related to the management, protection, and acquisition of right-of-way.

OTHER DUTIES AND RESPONSIBILITIES

- Represents Northern Water and its Municipal Subdistrict at conferences and meetings.
- Performs other related duties as requested or assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

- Associate degree in relevant field **OR** any equivalent advanced education, experience, and training. Bachelor's degree preferred.

Experience

- One (1) year's experience as a right-of-way agent or related right of way experience.

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS

- Valid Driver's License.
- Colorado Notary Public Commission.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Colorado laws associated with real property issues.
- Applicable local, state, and federal laws and regulations related to property and easement acquisition including just compensation and eminent domain.
- Permitting as it pertains to right-of-way acquisition.
- Knowledge of assessor's website.
- Ability to interpret survey and engineering drawings.

Skills

- Strong communication skills, both oral and written, basic understanding of negotiation and presentation skills, and the ability to work flexible hours.
- Intermediate MS office software skills.
- GIS and database familiarity.
- Excellent customer service.

Abilities

- Demonstrated ability to create and maintain a positive working relationship with the public, water users, agencies, entities, groups, and other employees.

PHYSICAL REQUIREMENTS

- Walk over uneven terrain and along ditch banks two to five miles at a stretch on slippery, muddy, or snow-packed surfaces.
- May be exposed to high levels of noise.
- Work at construction sites.
- Work both in an office setting and in the field.
- Walk and climb stairs daily.
- Sustained operation of keyboard devices.
- Drive, sit, stand, and/or walk for long periods of time.
- Lift, drag, or push boxes paper, and documents weighing up to 25 pounds.
- 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

- 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.