Right-of-Way Agent
Division/Department: Engineering/Real Estate Services
Reports to: Real Estate Manager/Security & Emergency Manager.
Location: Berthoud, CO
Type of Position: Full-time
Status: Non-exempt

GENERAL STATEMENT
This position is responsible for negotiating the acquisition of lands and easements for pipeline and related appurtenances.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Secures permission to enter properties through a Right-of-Entry from landowners and tenants.
- Negotiates acquisitions of land and easements, drafts Notice of Intent to Acquire, Final Offer Letters to Purchase, Purchase and Sale Contract is pursuant to Northern Water’s and its Enterprises Eminent Domain authority.
- Follows Northern Water’s and the Subdistrict 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 property, and provide 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 the 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 the 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.

Experience
• Three (3) years’ experience as a ROW Agent or related ROW 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.

Skills
• Excellent oral and written communication skills.
• Intermediate MS office software skills.

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 with 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.
• Endure long periods of driving, sitting, standing, and walking in the performance of daily duties.
• 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 is an equal employment opportunity employer.