

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Senior Right of Way Agent	Reports To:	Engineering Manager
Salary Range:	B93	Approved by Board of Directors:	08/22/2018
FLSA Status:	Non-exempt	Unit:	Supervisor
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i>			

Definition

To plan, organize, direct and supervise the work of assigned personnel engaged in professional activities related to the acquisition and disposition of right-of-way, easements and real property for District projects; to perform duties requiring specialized knowledge; and to provide technical support to assigned supervisor.

Distinguishing Characteristics

This is the advanced journey level in the Right of Way Agent series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing direct supervision over assigned personnel and perform the more complex duties associated with the acquisition and disposition of real property. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Supervision Received and Exercised

Receives general direction from assigned supervisor as designated by the Engineering Manager.

Exercises direct supervision over assigned professional and technical personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the performance of professional and technical duties associated with the acquisition and disposition of real property and easements.
2. Plan, prioritize, assign supervise and review the work of staff assigned to a variety of professional and technical duties related to the acquisition and disposition of real property and easements for District projects.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.

5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Assist with the District's encroachment permit process involving the research, determination and disposition of surrounding encroachment issues on District lands and easements, and with outside agencies and property owners.
7. Accept grants of real property interests and other legal documents for the District as authorized by the Board of Directors.
8. Confer and coordinate with District's legal counsel, management, and Board of Directors regarding procedural and legal practices relating to real property interests, including but not limited to, acquisition, relinquishment, eminent domain proceedings, quiet title actions and injunctions.
9. Review submissions and applications for use permits, land subdivisions, new water facility installations, abandonment of public easements and variances; advises applicants and outside agencies of right-of-way and encroachment requirements and conditions of approval.
10. Review, analyze and comment on developer submitted parcel maps, subdivision maps, improvement and development plans; represent the District's interest by negotiating with the developer, developer's legal counsel, project engineer, surveyor, and/or consultant.
11. Represent the District's interests for proposed development with outside agencies; coordinate the inclusion of District requested conditions; secure right-of-way, road and facility easements, setbacks and other identified conditions of approval with County prior to final map acceptance.
12. Contract with private consultants, agents and appraisers for the performance of right-of-way activities.
13. Negotiate and interact with property owners and public agencies regarding contract terms pertaining to property transactions.
14. Prepare or review appraisals to determine fair market value and just compensation.
15. Prepare Request for Bids, negotiate, and develop contracts for title company and appraisal services; prepare escrow instructions for the purchase of property for the sale of District-owned real estate; order and review title reports and litigation guarantees for real property being purchased.
16. Prepare a variety of technical documentation, written reports, agreements and correspondence.
17. Participate in and make presentations at meetings with District staff, Board of Directors, and outside professionals, fire districts, city and county governments and property owners related to right-of-way projects and issues.
18. Perform the most difficult work related to the acquisition and disposition of real property.
19. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
20. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices associated with the acquisition and relinquishment of real property interests.
- Methods of public records research.
- California real estate and land use law, including eminent domain law and regulations governing the acquisition of real property and right-of-way for public use and the subdivision of land.
- Professional appraisal practices, procedures and ethics.
- Principles and practices of engineering for the design and construction of water facilities and street improvements.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

- Organize, implement and direct right-of-way operations/activities.
- Interpret and explain pertinent District and department policies and procedures.
- Conduct complex negotiations with members of the general public in order to acquire real property interests or right-of-way, and/or settle conflicts of interest between private homeowners and/or outside agencies.
- Analyze proposed projects for right-of-way acquisition requirements to make clear and concise recommendations on how to proceed.
- Interpret and/or prepare legal documents, maps, and drawings utilized in real estate transactions, appraisal of property and easements.
- Read, understand and apply legal terminology necessary to develop and interpret contracts, right-of-way agreements, deed, temporary construction easements and related documents.
- Develop independent appraisal and review the appraisal work of others, ensuring conformance with applicable standards and professional appraisal practices.
- Review field conditions of proposed encroachments and encroachment violations to determine and implement necessary construction and administrative actions.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, motivate, coach and evaluate assigned staff.

Responsibility to:

- Report any safety risks or hazards to management personnel.
- Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

- Obeying and promoting safe work practices.
- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.
- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible journey experience similar to Right of Way Agent II with the Nevada Irrigation District.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work business administration, real estate, planning, engineering or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Appointment as State of California Notary Public.

Possession of, or ability to obtain, an appropriate and valid Appraiser's license.

Working Condition

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; observe performance and evaluate staff; handle conflict.