



## POSITION DESCRIPTION

**Title:** Senior Right of Way Specialist  
**Grade:** 17  
**Date:** September 15, 2009

**Job Code:** 3525  
**FLSA Status:** Exempt

### **JOB SUMMARY**

The Senior Right of Way Specialist is primarily responsible for elevated and problematic project research and resolution, and providing functional guidance to the Right-of-Way Specialist regarding negotiation and acquisition of land rights, right of way and easements for SAWS utility projects. Related job functions include obtaining consultant prepared property ownership information, land title documents, appraisal data and Specialist coaching.

### **ESSENTIAL FUNCTIONS**

1. Provides functional guidance to Right of Way Specialists' including assignments and preparation of documents necessary for land rights acquisitions to include letters, memos, agreements, easements, and other legal instruments.
2. Collaborates with SAWS engineers regarding the project progress and disposition of land rights acquisitions.
3. Briefs acquisition specialist/consultant on the approved project objectives and scope of work required to accomplish acquisitions of Right-of-Way as directed by Manager.
4. Coordinates and assists in the management of SAWS real property to include rent collections, rent payments, and tenant issues.
5. Develops measures to monitor and analyze department's overall efficiency
6. Applies the appraisal theory, right of way practices, laws, procedures and terminology.
7. Reviews appraisals prepared by independent appraisal consultants and prepares in-house review appraisals.
8. Negotiates with property owners to acquire land rights using condemnation procedures if required and assembles all file data for attorney's preparation of lawsuit.
9. Coordinates, manages, and maintains property tax records.
10. Preparation of Board documentation.
11. Attends meetings with SAWS engineers, agents/consultants, property owners and other SAWS personnel as directed by Manager.
12. Performs other duties as assigned.

### **DECISION MAKING**

- This position works under general supervision.
- This position acts as a team leader to the Right of Way Specialists.

### **MINIMUM REQUIREMENTS**

- Associates Degree or sixty (60) college credit hours in Business Administration, Public Administration, Real Estate or related field from an institution accredited by a nationally recognized accrediting agency.
- Four years experience in the Right of Way field (acquisitions, real estate negotiations, appraisals, and title examination) to include two years' providing functional guidance and work review.
- Successful completion of up to 10 hours' International Right of Way Association (IRWA) courses in accordance with Senior Member, International Right of Way Association (SR/WA) requirements to be completed within 12 months of date of hire.
- Valid Class "C" Texas Drivers license consistent with SAWS Driving Policy.
- Ability to use Microsoft Word, Excel, Access, PowerPoint and other related software.

### **PREFERRED QUALIFICATIONS**

- Bachelor's Degree in Business Administration, Public Administration, Real Estate or related field from an institution accredited by a nationally recognized accrediting agency.
- Land title and appraisal experience.
- SR/WA Certification.



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### **JOB DIMENSIONS**

- Assists Department Manager.
- Contact with staff engineers, internal/external customers, consultants, attorneys, and property owners.
- Communicates effectively, verbally and in writing.
- Monitors various out-sourced assignments and contracts for SAWS projects.
- May be required to work hours other than the regular schedule including nights and weekends.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Working conditions are in an office and field environment.