

Job Title: Real Estate Manager

Department: Legal

Location: Service Center

Reports To: General Counsel and Chief Ethics Officer

Job Status: Full-Time

Pay Status: Exempt

Job Grade: 624

Date Created / Updated: 5/16/2022

Position Summary

Under general direction, the Real Estate Manager is responsible for all real estate matters, including but not limited to, real estate acquisitions and disposals, property management, land negotiations, and managing rights of way, easements, platting, encroachments, and abandoning easements for NBU. The Real Estate Manager leads NBU real estate meetings across multiple departments and coordinates external and internal real estate issues.

The Real Estate Manager trains and coaches staff in standard policies, City ordinances, procedures, and best practices. This person identifies opportunities for operational improvements and implements solutions. The Real Estate Manager is expected to give practical advice and recommendations to NBU leadership and staff. The Real Estate Manager will report to the General Counsel and will manage at least two real estate staff members.

Essential Duties and Responsibilities.

MANAGEMENT/SUPERVISION

- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Promotes a positive work environment and encourages teamwork to accomplish results
- Reviews and approves purchases and payroll time entry for division
- Prepares monthly and quarterly reports, board reports and presentations
- Attends managers' meetings and reports appropriate information to direct reports
- Communicates effectively both in written and oral modes
- Ensures personnel are safety conscious and adhere to NBU safety guidelines and practices at all times and in all situations
- Establishes strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; evaluating outcomes.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices; participating in professional societies.
- Accomplishes financial objectives by forecasting requirements; prepares & monitors annual O & M, capital and personnel budgets; scheduling expenditures; analyzing variances; initiating corrective actions.

ESSENTIAL DUTIES

- Oversees, evaluates, and makes recommendations regarding all real estate matters, including but not limited to, real estate acquisitions and disposals, property management, land negotiations, rights of way, easements, platting, encroachments, and abandoning easements.
- Recommends, evaluates, and oversees the activities of property management and real estate contractors and consultants to ensure that work is performed in accordance with terms and conditions of contracts and in a cost beneficial manner.
- Manages negotiations with property owners to acquire land rights, easements, and rights-of-way.
- Conducts inspections of property with staff and develops recommendations related to highest and best use of specific properties, including site acquisition and disposal.
- Negotiates leases and sale of NBU property.
- Reviews property appraisals and acquisition and disposal procedures.
- Manages easement encroachments and abandonments with internal and external stakeholders.
- Conducts presentations before the Board of Trustees, committees, commissions, City Council, and various community groups.

- Facilitates real estate planning, including but not limited to, the need to acquire real property, easements, and/or rights of way, with others throughout the organization.
- Prioritizes real estate matters in accordance with NBU annual priorities.
- Researches historical records for real estate matters as necessary.
- Ensures that real estate documentation is recorded properly in land records and any various other databases.
- Communicates with NBU staff regarding permitting, inspections, and platting.
- Coordinates with City of New Braunfels on any necessary real estate matters, including platting and planning.
- Coordinates with state agencies on real estate matters as necessary.
- Prepares and reviews letters, acquisition documents, land, and easement agreements.
- Coordinates with legal counsel regarding real estate matters, condemnation cases, legal documents, and other legal business matters.
- Serves as liaison between staff and attorneys and assists in the preparation of legal documents.
- Applies and interprets real estate practices, property management, contract negotiation and administration laws, regulations, principles and procedures for the overall benefit of the organization.
- May serve as expert witness at eminent domain hearings and trials.
- Establishes and maintains effective working relationships with internal and external customers.
- Forecasts, allocates, and monitors the human, physical, and financial resources of the department.
- Supervises, selects, develops, trains, and evaluates personnel.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of laws pertaining to the acquisition and disposition of property.
- Knowledge of property values and the methods of appraising property.
- Knowledge of deed and tract restrictions, zoning ordinances, and all other real estate instruments.
- Knowledge of budget preparation and monitoring principles and practices.
- Knowledge of administrative and management practices.
- Knowledge of principles and practices of supervision, training, and personnel management.
- Knowledge of GIS and AutoCAD.
- Ability to implement a method and/or organizational framework for working through all real estate requests.
- Ability to prepare materials for verbal and visual presentations.
- Ability to render proper estimates on property damage and property appraisal.
- Ability to establish and maintain effective working relationships with employees, supervisors, and the general public.
- Ability to negotiate leasing terms, renewals, and purchase options with tenants.
- Ability to communicate clearly and effectively orally and in writing.
- Ability to perform the physical requirements of the position with or without accommodations.
- Performs other duties and fulfills responsibilities as assigned or required.

GENERAL RESPONSIBILITIES

- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Develops and maintains effective customer service skills for communications with co-workers, customers, and the public in general
- Adheres to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, and Safety
- Participates in and supports initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Field of Study: Other

Work Experience Time Frame: Five Years or More

Other: • Bachelor's Degree from an accredited college or university. • Five (5) years of experience in real estate appraisal, property acquisition, real property management, development services or a directly related field, including three required * (3) years of administrative or supervisory experience preferred. * Possesses excellent writing and oral communication skills

Certification and Licensures Requirements

- Senior Right of Way (SR/WA) Designation * International Right of Way Association membership preferred
- * Licensed Texas Real Estate Agent preferred

Other Minimum Qualifications

- Valid Class 'C' Texas Driver's License.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

ArcMap, ArcCatalog, Google Earth, Arc FM, Cityworks, Autodesk, Harris Northstar

Experience with Machines, Tools, Equipment and Other Work Aids

Printer, Scanner, Plotter, Telephone, Flash Drive, Computers, Various internal and external network storage drives, Drafting and Engineering Scales, GPS, Motor Vehicle

Physical Demands

Standing: Occasionally

- Making Presentations
- Observing Work Site
- Observing Work Duties
- Communication with Co-Workers

Fine Dexterity: Occasionally

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking: Frequently

- To Other Departments/Offices/Office Equipment
- Around Worksite

Lifting: Occasionally

- Supplies
- Equipment
- Files

Carrying: Rarely

- Supplies
- Equipment
- Files

Sitting: Frequently

- Desk Work
- Meetings
- Driving

Reaching: Occasionally

- For Supplies
- For Files

Handling: Constantly

- Paperwork
- Monies

Kneeling: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Rarely

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing: Rarely

- Stairs
- Ladder
- Step Stool
- Onto Equipment

Vision: Constantly

- Reading
- Computer Screen
- Driving
- Observing Worksite

Foot Controls: Occasionally

- Driving
- Operating Heavy Equipment
- Dictaphone

Balancing: Rarely

- On Ladder
- On Equipment
- On Step Stool

Bending: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground
- Making Repairs

Crouching: Choose an item.

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Crawling: Never

- Under Equipment
- Inside Attics/Pipes/Ditches

Hearing: Constantly

- Communication Via Telephone/Radio/To Co-Workers/Public
- Listening to Equipment

Twisting: Occasionally

- From Computer to Telephone
- Getting Inside Vehicle

Talking: Constantly

- Communication Via Telephone/Radio/To Co-Workers/Public

Other

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Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other

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Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: [Click or tap here to enter text.](#)

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date