

Job Title: Real Estate Services Agent**Job Status:** Full-Time**Department:** Real Estate**Job Grade:** 604**Reports To:** Real Estate Services Supervisor**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** 9/15/2025**Location:** Service Center

Position Summary

The Real Estate Services Agent is responsible for complex real estate research, negotiations and acquisition, of land rights needed for the installation, use and maintenance of the public utilities' infrastructure and other real estate interests and assets. This position also includes obtaining and analyzing property ownership information, land title documents and appraisal data.

Essential Duties & Responsibilities

- Manages and leads the entire easement acquisition process for multi-million dollar utility capital improvement projects
- Prepares documents to include letters, memos, agreements, easements and other instruments needed to acquire necessary the land rights for large-scale utility capital improvement projects.
- Negotiates with landowners to acquire all necessary land rights using condemnation procedure if required and assembles all file data for attorney's preparation of lawsuit.
- Schedule and attends meetings with engineers, attorneys, agents/consultants, property owners and other personnel as needed to complete the acquisition process.
- Analyzing real estate market trends, property values and developments in the right-of -way practice, laws, procedures and terminology.
- Directly engaging with surveyors, appraisers and title examiners to provide the required work for acquisition of land rights needed for capital improvement projects.
- Assists in the management of real property to include rent collections, rent payments and tenant issues.
- Develops measures to monitor and analyze departments overall efficiency.
- Prepares documentation for Board meetings and other reports requested by executive management.
- Serving as real estate liaison for intergovernmental matters, and as a subject matter expert for proposal review and process improvement initiatives.
- Analyzing legal real estate documents to include research related to title examination.
- Update all documents in various databases for proper record retention to occur.
- Perform Notary of Public responsibilities.
- Performs other duties as assigned.

GENERAL RESPONSIBILITIES

- 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
- 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
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Adhere to NBU policies and procedures

- Exemplifies NBU Core Values of Integrity, Stewardship, Team and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors Public Administration, Real Estate or related field
 Work Experience Time Frame: Nine Years or More from an institution accredited by a nationally
 Field of Study: General Studies recognized accrediting agency and Land Title and
 Other: Bachelor Degree in Business Administration, Appraisal Experience

Certification and Licensures Requirements

- Must have or be able to obtain a Notary Public License
- A Valid Driver's License is required to operate a company vehicle when needed

Other Minimum Qualifications

- Nine years or more experience in the Right of Way field (acquisitions, real estate negotiations, appraisals, and title examination).
- 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.
- Years of experience in excess of minimum requirements can replace educational requirements.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	☐	☐	☒	☐
AutoCAD	☒	☐	☐	☐
Crystal Reports	☒	☐	☐	☐
Microsoft Access	☐	☒	☐	☐
Microsoft Excel	☐	☐	☒	☐
Microsoft Word	☐	☐	☒	☐
Microsoft Publisher	☐	☒	☐	☐
Microsoft PowerPoint	☐	☒	☐	☐

Other Software Knowledge

Google Earth, Smartsheet, Cityworks, Autodesk, 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 Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Frequently

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator

☐ Calibrating Equipment

Walking: Frequently

- ☒ To Other Departments/Office/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

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

☐ 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: Rarely

- ☐ 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

Environmental Factors

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

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	☐	☒	☐	☐	☐
Chemical Hazards	☒	☐	☐	☐	☐
Electrical Hazards	☒	☐	☐	☐	☐
Fire Hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable Diseases	☐	☒	☐	☐	☐
Physical Danger or Abuse	☒	☐	☐	☐	☐

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Other: Outdoors/Field as well. Occasional exposure to infectious diseases when interacting with public.

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	☐	☐	☐	☒	☐
Emergency Situations	☐	☒	☐	☐	☐
Frequent Change of Task	☐	☐	☐	☒	☐
Irregular Schedule/Overtime	☐	☒	☐	☐	☐
Performing Multiple Tasks Simultaneously	☐	☐	☐	☒	☐
Working Closely with Others as Part of a Team	☐	☐	☐	☒	☐
Tedious or Exacting Work	☐	☐	☐	☒	☐
Noisy/Distracting Environment	☐	☐	☒	☐	☐

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