

**Job Title:** Right of Way 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

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### Position Summary

The Right of Way 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 includes obtaining and analyzing property ownership information, land title documents, appraisal data, and preparing easement documentation to support utility capital improvement projects.

The Right of Way Agent will manage acquisition activities through a defined process, including **title examination, easement document preparation, and landowner negotiations**, ensuring accuracy, compliance, and timely completion of acquisition milestones for capital projects.

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### Essential Duties & Responsibilities

- Manages and supports the easement acquisition process for utility capital improvement projects, including coordination of multi-step acquisition activities from ownership research through execution.
- Prepares documents including letters, memos, agreements, easements, and other instruments needed to acquire land rights for utility infrastructure projects.
- Conducts or supports title examination research, including reviewing legal documents, ownership records, and other real property documentation to confirm property rights and ownership details.
- Coordinates directly with surveyors, appraisers, and title examiners to support acquisition needs for land rights and easements.
- Negotiates with landowners to acquire necessary land rights, including working through legal processes and escalation steps as needed (including condemnation procedures when required).
- Assembles acquisition documentation and file data for attorney review and preparation of legal documents and/or litigation support when required.
- Schedules and attends meetings with engineers, attorneys, consultants/agents, property owners, and other personnel to support and complete acquisition activities.
- Analyzes real estate market trends, property values, and developments relevant to the right-of-way field, laws, terminology, and procedures.
- Assists in the management of real property including rent collections, rent payments, tenant issues, and related coordination as assigned.
- Develops and supports performance measures to monitor and analyze departmental efficiency, production, and overall workflow effectiveness.
- Prepares documentation for Board meetings and executive management reporting as requested.
- Serves as a real estate liaison for intergovernmental matters and supports proposal review and process improvement initiatives.
- Updates all documents in applicable systems and databases to ensure proper record retention and compliance with internal standards.
- Performs Notary Public responsibilities as required.
- Performs other duties as assigned.

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## Acquisition Process:

**This role supports the full Right of Way acquisition lifecycle. Key skill areas include:**

1. Title examination / ownership research
2. Preparation of easement documents and supporting acquisition paperwork
3. Landowner communication and negotiation support

**These steps are considered critical to successfully performing the role.**

## General Responsibilities

- Maintain regular attendance; leave schedules should be managed to support deadlines, special projects, and assignments.
- 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 and maintain effective customer service skills for communications with coworkers, customers, and the public.
- Adhere to NBU policies and procedures.
- Exemplify NBU Core Values of Integrity, Stewardship, Team, and Safety.
- Participate in and support initiatives to meet annual NBU Performance Measures.

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## Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelor's Preferred

Other: Years of experience in excess of the minimum

Work Experience Time Frame: 4-5 Years or More

requirements may replace educational requirements.

Field of Study: General Studies

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## 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

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## Other Minimum Qualifications

- **4–5 years of experience in the Right of Way (ROW) field**, including experience supporting acquisitions and real estate negotiations involving easements and land rights.

Demonstrated experience in the following critical skill areas:

- **Title examination / title research**
  - **Easement document preparation and supporting acquisition paperwork**
  - **Landowner communication and negotiation exposure**
- Strong working knowledge of real estate documentation and the acquisition process, including working cross-functionally with legal, engineering, and external vendors.
  - Strong organizational skills with high attention to detail and ability to maintain accurate documentation and records.
  - Ability to communicate professionally and effectively with landowners, internal stakeholders, and external partners.

## Important clarification:

- General real estate experience does **not** qualify as Right of Way experience unless it includes direct ROW acquisition work, title examination, easement preparation, and negotiation involvement.

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## Knowledge of Computer Software

|                      | No Knowledge                        | Beginner                            | Intermediate                        | Expert                   |
|----------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| ArcGIS               | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AutoCAD              | <input checked="" type="checkbox"/> | <input 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

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

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## 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



|                       |  |  |  |  |  |  |
|-----------------------|--|--|--|--|--|--|
| aggressive Customers) |  |  |  |  |  |  |
|-----------------------|--|--|--|--|--|--|

**Health and Safety Conditions**

|                          | Never<br>(Never Occurs)             | Rarely<br>(Less than 1 hour per week) | Occasionally<br>(1/3 or more of the time) | Frequently<br>(From 1/3 to 2/3 of the time) | Constantly<br>(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:** 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        | <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.

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### 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