

Job Title: Right of Way Specialist

Job Status: Full-Time

Department: Real Estate

Job Grade: 207

Reports To: Real Estate Services Supervisor

Work Setting: On-Site

Pay Status: Non-Exempt

Date Created/Updated: 3/12/2026

Location: Service Center

Position Summary

The Right of Way Specialist is responsible for assisting the department with 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 Specialist will assist in the acquisition activities through a defined process, including **assisting with securing NBU easements, accomplishing easement encroachment and abandonment requests, answering easement questions**, ensuring accuracy, compliance, and timely completion of assigned tasks.

Essential Duties & Responsibilities

- Supporting in-house and contracted property and easement acquisition activities for large-scale utility capital improvement and relocation projects.
- Brokering electric, water, and sewer easement agreements with landowners to facilitate utility extension projects for all forms of local development.
- Analyzing and facilitating review of Easement Encroachment and Easement Abandonment applications and formulating associated legal instruments to ensure compliance with local development codes and ordinances.
- Ordering and analyzing reports from real estate appraisers.
- Engaging Registered Professional Land Surveyors to provide required surveying work for utility real estate matters.
- Reviewing civil engineering plans to analyze easement needs and identify potential conflicts for all forms of public and private projects involving utilities.
- Serving as real estate liaison for intergovernmental matters, and as a subject matter expert for proposal review and process improvement initiatives.

Secure NBU Easements

- Work with customers to determine easement needs based on electrical engineering and water systems engineering graphics
- Coordinate with hired contractors to accomplish easement meets and bounds (if needed); coordinate with operations and engineering to understand and meet deadlines
- Facilitate review, correction, and execution of subdivision plats in cooperation with local and county authorities.
- Accomplish easement meets and bounds through ArcMap or Arc FM

- Coordinate with survey personnel to ensure proper quadrants are displayed for easement parcel information
- Negotiate easement agreement information (size of easement, cost, timeframe) and relay information to supervisor
- Meet with customers onsite to answer and inform them of easement concerns and placement on property
- Draft easement agreements for customer signature and recordation at the Comal County Courthouse
- Process check requests for easement payment to the customer and deliver a check if needed
- Perform title research on historical easement information that may conflict with the proposed easement
- Update all documents in various databases for proper record retention to occur
- Schedule and attend appropriate meetings to ensure successful project management
- Research historical data associated with easements
- Coordinate internal review of document change requests

Accomplish Easement Encroachment and Abandonment Requests

- Engage customers to determine if encroachment or abandonment is necessary, inform them of NBU's process, and provide documents when needed
- Coordinate customer questions with engineering departments regarding encroachment or abandonments
- Log in customer information and create encroachment spreadsheets for NBU to track requests
- Inform customers of status updates of encroachment requests
- Guide request internally, through engineering, to the executive level for review
- Inform customers of the request decision, if denied, facilitate further avenues of easement design possibilities

Internal And External Easement Questions

- Investigate easement/Right-of-Way information needed by engineering departments or external customers utilizing the GIS archive
 - Resolve disputes with NBU customers regarding easement questions and established easement agreement terms and guidelines
 - Perform research on archived easement data to ensure the information given to the customer is correct and precise
 - Answer electric and water engineering questions regarding easement placement, directions, locations, and ownership
 - Consult with engineers to identify the correct placement of easements and ensure correct NBU easement practices are followed
 - Attend monthly city plat meetings and answer questions from contractors regarding NBU infrastructure and easement location
 - Attend weekly City of New Braunfels Pre-Development meetings and answer questions from contractors regarding NBU infrastructure and easement location.
 - Research and communication with various state agencies on easement locations and historical ownerships
 - Schedule meetings and interviewing appropriate people to ensure communication and information flow
 - 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. Supporting other Real Estate Services staff in negotiating fee simple acquisition of properties for new municipal utility sites, and for expansion of existing sites.
2. Title/public records research
3. Preparation and coordination of NBU easement documents for CIP and developer projects
4. Assisting with developer-driven projects involving NBU easements, including surveying coordination and civil plan reviews as applicable
5. Facilitating Easement Encroachment and Abandonment requests
6. Internal and external easement questions

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.
- Attend mandatory training coordinated by the NBU Safety Learning and Development departments and the International Right-of-Way Association (IRWA).
- 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.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelor's Preferred

Work Experience Time Frame: 1-5 Years or More

Field of Study: Geography, General Business,

Computer Technology, or Land Surveying is required.

Other: Years of experience in excess of the minimum requirements may replace educational requirements.

Certification and Licensure 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

- **1–5 years of experience in the Right of Way 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**

- Working knowledge of Microsoft suite tools is required

- Working knowledge of ArcMap or Arc FM is preferred.

- Experience with general surveying practices is preferred.
- Public records research experience is preferred
- 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 close 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 Right-of-Way acquisition work, title examination, easement preparation, and negotiation involvement.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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, Northstar

Experience with Machines, Tools, Equipment and Other Work Aids

Printer, Scanner, Plotter, Telephone, Computers, Various internal and external network storage drives, 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
- 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

Other: Click or tap here to enter text.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: 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.

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