

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Right-of-Way/Environmental Resources Agent

<b>DEPARTMENT:</b> Engineering	<b>ACCOUNTABLE TO:</b> Director of Engineering & Planning	<b>FLSA STATUS:</b> Non- Exempt
<b>SALARY RANGE:</b>	<b>25, 27,30</b>	
<p><b>CLASS SUMMARY:</b> Incumbent is responsible for helping safeguard Padre Dam's interest in the acquisition and management of real property. Duties include: reviewing and writing legal descriptions for the granting of easements; reviewing preliminary maps and providing comments; providing information on real property, procedures, fees and general information; reviewing final maps; reviewing and drafting property lease agreements; reviewing and/or drafting of environmental documents; drafting and/or writing Padre Dam responses for notices and declarations pertaining to environmental documents; drafting and/or writing environmental reports and preparing supporting documents; participating in and/or acquiring easements and land for Capital Improvement Projects; and participating in and/or overseeing the annexation/detachment of territory for Padre Dam; maintaining easement records and databases; negotiating land use for cell sites, maintaining encroachment program; and, managing and educating engineering department staff in Right-of-Way and Environmental matters.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Right of Way/Environmental Resources Agent is a stand-alone classification, which is distinguished from other classes by its responsibility for the review, drafting and performance of the acquisition and management of real property and the preparation of environmental documents.</p>		

Grade 25	Grade 27	Grade 30	DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
C	P	P	1.	Drafts, reviews, and processes legal documentation to accomplish acquisition, lease agreements, rights of way, and transfer of easements and titles of property.
C	P	P	2.	Conducts field studies, researches maps and public records, and consults with legal counsel to determine ownership, property rights, and availability of properties.
C	P	P	3.	Researches records, analyzes appraisal and preliminary title reports prepared by outside entities, and makes recommendations regarding easement acquisition sale or purchase of property.
	C	P	4.	Consults with legal counsel to ensure that documents and procedures conform to legal requirements and regarding environmental and right of way issues.
	C	P	5.	Negotiates acquisitions of land and easements, drafts agreements for use, oversees and prepares final documentation required.
C	P	P	6.	Coordinates with governmental agencies, utilities, consulting firms and Padre Dam staff for right of way activities including: legal descriptions, plat maps, easement documents, deeds, acquisition of property and easements, sale of excess property, encroachments, relocations, removal or abandonment of facilities.

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Grade 25	Grade 27	Grade 30	DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
	C	P	7.	Drafts, documents and coordinates all activities regarding Padre Dam's compliance with CEQA and NEPA and a variety of environmental laws and agreements structured to ensure environmental compliance for Padre Dam projects.
	C	P	8.	Provides guidance and direction to Padre Dam staff in the handling of environmental issues, at pre-construction meetings, and leads or arranges for training for environmental compliance for Padre Dam staff and.
	C	P	9.	Oversees and prepares final package for submission regarding annexation of parcels to Padre Dam that also require annexation into CWA and MWD or as referred by Developer Services Group.
	C	P	10.	Prepares and makes presentations to Board of Directors and other agencies in matters pertaining to issues such as right of way and acquisition of property, environmental compliance, and the relocation/removal/abandonment of existing facilities.
	C	P	11.	Confers with and advises engineers, planners, staff, and consultants on right-of-way issues and potential problems related to proposed and existing facilities, including impacts on property owners.
	C	P	12.	Acts as Project Manager for projects unique to right-of-way issues or involving environmental issues.
C	C	P	13.	Negotiates land use for cell sites, drafts license agreements for use, reviews plans, oversees and prepares final documentation required.
			14.	Performs other duties of a similar nature or level.

(C) Competent - Having requisite or adequate ability or qualities.

(P) Proficient - A through competence derived from training and practice.

Note: The ROW Agent position is broadband, and the department policy has always been that a promotion through each step is not automatic. Each employee must demonstrate proficiencies and meet job requirements at each step on a consistent basis before a promotion is recommended. Ultimately, the recommendation from the supervisor will require approval from both the department head and the General Manager.

**Knowledge** (position requirements):

- California Environmental Quality Act and the National Environmental Policy Act;
- Principles of land and surveying techniques;
- Public planning procedures;
- Real estate law and practices.

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### Skills (position requirements at entry):

- Reading and interpreting maps and improvement plans;
- Preparing and writing legal property descriptions;
- Performing advanced mathematical calculations;
- Use of computers and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.

### Training and Experience (position requirements):

- High School Diploma or General Equivalency Diploma (G.E.D.) (Entry Level), AND three years in an engineering related field, OR three years training in surveying, environmental resources, or Right of Way. (Required for Entry into job at Grade 25) OR;
- B.S. in business, engineering, environmental science, real estate or related field AND two years in an engineering related field, OR two years training in surveying, environmental resources, or Right of Way, (Eligible for Entry into job at Grade 27).

### Licensing Requirements (position requirements):

- Valid California Driver's License;
- Certification (RWA) from the International Right-of-Way Association highly desirable for Grade 25.
- Certification (RWP) from the International Right-of-Way Association required for entry into Grade 27.
- Certification as a Senior Right of Way Agent (SR/WA) required for entry into Grade 30.
- Valid State of California Notary Public License or ability to obtain within one year of hire;

**Safety Priorities:** Knowledge of OSHA Standards for the Construction Industry. Knowledge of occupational hazards and standard safety practices, procedures and regulations. Ability to demonstrate use of personal protective equipment requirements for specific job functions. Knowledge of general office and field safety. Ability to demonstrate proper lifting techniques. Ability to demonstrate use of best practices when working on job sites and/or around construction equipment. Ensures that all safety violations are reported immediately to the proper personnel. Ability to work in a safe and efficient manner.

### Physical Requirements:

Positions in this class typically require climbing, balancing, stooping, standing, walking, lifting, fingering, talking, hearing and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### Classification History:

Date: 4/98; 1/02; 1/05, 01/17, 06/19