JOB DESCRIPTION

Coachella Valley Water District

Date: January 22, 2006

TITLE: Right of Way Supervisor

SECTION: Engineering Services

DEPARTMENT: Engineering

SRN S19:

REPORTING RELATIONSHIP:

Reports to: Engineer Manager

Supervises the following positions: Senior Right of Way Specialist, Right of Way Specialist, Right of Way Assistant

DEFINITION: Under general direction, to plan, coordinate, schedule and direct the; (1) purchase and sale of CVWD real estate assets, (2) acquisition of disposition of utility easements, (3) encroachment permit system, (4) development and maintenance of a data base (GIS) for all CVWD real estate assets, including supervision of this section; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Oversees the planning, purchase and sale of real estate assets including land, buildings and other utility facilities.

2. Oversees the planning, acquisition and disposition of utility easements including those related to managed assets for the US Bureau of Reclamation (USBOR).

3. Oversees the planning and processing of encroachment permits used for access to CVWD and USBOR real estate assets.

4. Develops and maintains a GIS data base of all CVWD real estate assets and works closely with Finance, Operations, Trades and Service to ensure coordination of same.

5. Coordinates real estate activities with other Engineering managers and their staff.

6. Works closely with Development Services in the processing of developer-related real estate transactions.

7. Works closely with Inspection Services to ensure inspection of encroachment permit activities.

8. Researches, examines and analyzes county assessor records, survey maps and other public documents to identify ownership of property and to determine property rights and descriptions; performs title searches.
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9. Obtains and evaluates appraisals reports and preliminary title reports prepared by independent appraisers and title companies to determine present and future value of property affected by proposed facilities; makes recommendations regarding appraised value for purchase or acquisition of easements and fee title; may prepare nominal value reports in preparation of acquisition.

10. Coordinates and oversees negotiations with property owners for the acquisition of easements and fee title property; prepares legal descriptions, plat maps, easement documents, deeds and other documents for acquisition of property rights or for the sale of excess property and confers with legal counsel to ensure that the documents conform to legal requirements.

11. Prepares agenda items for Board approval of the sale and purchase of land and the acquisition and disposition of easements.

12. Prepares annual operating and capital budget for consideration by District Board of Directors.

13. Supervises and evaluates Real Estate staff.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities. A typical candidate should have successfully completed a four year degree program from a recognized college or university with a major in civil engineering, engineering technology, business administration, real estate or a closely related field and a minimum of 8 years of broad and extensive experience in real estate management, with at least 2 years of increasing responsibility in supervisory experience. Possession of, or ability to obtain an appropriate senior designation of the International Right of Way Association within a three year period. Possession of a California Department of Real Estate salesperson or broker license is desirable.

Knowledge of:
- Principles and practices of real estate appraisal, record search and recordation
- Knowledge of CVWD, local, state and federal real estate related rules, regulations and procedures
- Principles and practices of land surveying
- Technical report writing.
- Principles of supervision and management
Abilities:
- Plan, organize, and supervise the work of subordinate real estate personnel.
- Development of long term real estate asset planning and database
- Preparation of digital presentations
- Conduct property searches, title searches, appraisals and land recordation
- Preparing detailed analyses and comprehensive real estate reports and recommendations
- Work cooperatively with others including the negotiation of real estate transactions
- Communicate effectively both verbally and in writing.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites which may include over rough terrain.

2. May work in extreme weather conditions including heat and rain.

See Human Resources for physical assessment form.