

POSITION PROFILE	
POSITION: Right Of Way Agent	DEPARTMENT: Engineering
CUSTOMARY WORK HOURS: 8:00 a.m. to 4:30 p.m.	
CUSTOMARY WORK DAYS: Monday – Friday	
SALARY GRADE: Engineering Schedule III	STATUS: Exempt
REPORTS TO: <u>Network Facilities Design Manager</u>	

POSITION SUMMARY

The Right of Way Agent is accountable for developing legal descriptions for easements and government permits; reviewing easements and permits with property owners and jurisdictional agencies; prompt and orderly execution and recording of all documents. Performs duties only under general supervision and requires specialized training, experience and knowledge. Must exercise discretion and independent judgement, on behalf of the Engineering Department and the Company, when investigating, gathering and summarizing information. Access and exposure to highly sensitive documents, materials and conversation requires strict confidentiality on the part of the Right Of Way Agent

PRINCIPAL ACCOUNTABILITIES

DAILY

- Research and resolve property ownership issues
- Maintains and interprets easements and right-of-ways
- Negotiates legal documents in the course of easement and right-of-way procurements
- Prepare easement and rights-of-way documents. This includes working in conjunction with the Outside Plant Engineer in determining property lines, existing easements, addresses and telephone numbers.
- Research existing easements and assess restrictions or other stipulations. Meet with property owners to review the project alignment and resolve any concerns that might arise
- Proactive involvement in the Company's Safety Program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties

PERIODIC

- Prepare biweekly status report
- Person-to person contact with property owners, contractors and governmental agencies and personnel
- Participates in the permit hearing process involving such agencies as BLM, USFS, BIA and National Park service
- Perform duties as a registered Public Notary on behalf of the Company in association with the procurement of easements, contracts and rights-of-way
- File and record easements, contracts and other documents with the Country Records Office in Fresno, Madera and San Bernardino Counties and other agencies
- Schedules appointments with property owners, contractors and other agencies as necessary and is not confined to the "customary" work hour or day
- Review cable relocation and damages for easement coverage
- Research cable location requests
- Responsible for the annual inventory of joint pole attachments to ensure proper payment of pole rentals
- List of principal accountabilities is not exhaustive and may be supplemented as necessary

KEY PERFORMANCE FACTORS

ACHIEVING RESULTS

- Applies knowledge of the job. Applies knowledge to new or challenging situations
- Applies technical skills (includes applying existing skills in new or challenging situations)
- Accepts responsibility for and follows through on tasks, assignments, and other responsibilities in a timely manner
- Meets departmental standards for productivity (rated on the basis of work accomplished to volume of work)
- Performs duties with accuracy, thoroughness, attention to detail, and neatness
- Sets challenging, but Realistic goals
- Holds self accountable for individual results
- Monitors quality of own or others' work (e.g., double-checks the accuracy of information or work product; checks to ensure that procedures are followed)
- Takes actions to solve a problem or overcome an obstacle to achieving results
- Makes specific changes in work processes or own work methods to improve performance (e.g., does something better, faster, at lower cost, more efficiently; improves quality, customer satisfaction, morale, revenues)
- Performs work in a safe and healthful manner and in accordance with the Company's Safety Program

PROACTIVITY

- Recognizes tasks, activities, assignments to be done and completes them without specific directive or actively seeks new duties or challenges
- Offers one or more ideas to improve work processes or departmental productivity. Initiates actions to address an anticipated problem or obstacles. Actions are within the constraints of respective authority
- Has the ability to seek information from a wide variety of sources concerning a problem or issue affecting a specific project or department as a whole

TEAM ATTITUDE

- Expresses the belief that others are fully capable of contributing to the work process and being effective when given the chance
- Participates willingly in departmental or work group decisions. Demonstrates commitment to achieving departmental goals by assisting others, even if the task is not a part of their primary roles and responsibilities
- Shows respect for other's intelligence by appealing to Reason
- Genuinely values others' input and expertise and is willing to learn from others (including supervisors, peers, and subordinates)

ORGANIZATIONAL COMMITMENT

- Respects the ways things are done in the organization and does what is expected (e.g., dresses appropriately, presents the Company in a positive light). Follows Company policies and procedures
- Respects and accepts what management sees as important
- Maintains attendance in accordance with Company guidelines and is consistently punctual
- Makes choices and sets priorities to meet Company's needs
- Cooperates with others to achieve organizational/departmental objectives
- Publicly acts to fit the Company's mission

FLEXIBILITY

- Understands other people's point of view
- Able to shift easily from one task or focus to a different one
- Willing to change ideas or perceptions based on new information or contrary evidence
- Decides what to do based on the situation (e.g., acts to fit the situation or person)

SELF-MANAGEMENT

- Demonstrates an ability to handle stress on the job (e.g., able to multi-tasks, prioritize)
- Controls own strong emotions, such as anger or extreme frustration. Remains calm in stressful situations, addressing difficult problems one at a time

- Remains productive under stress. Deals with stress directly and does not allow stress to weaken one's ability to complete a task or interact effectively with others

CUSTOMER SERVICE ORIENTATION (internal and external)

- Gives friendly, cheerful service
- Follows through on customer inquiries, requests, complaints
- Keeps customer up-to-date about progress of projects (but does not probe customer's underlying issues or problems)
- Maintains clear communication with customer regarding mutual expectation, monitors customer satisfaction

PHYSICAL REQUIREMENTS

- Possesses the ability to speak clearly and understandably and hear communications by telephone and in person
- Possesses fine and gross manipulation skills
- Possesses grasping and power grip abilities
- Must have good vision (with correction)
- Must be able to sit for prolonged periods of time
- Must have ability to stand, sit, squat, bend, kneel, twist, crawl, Reach, lift, balance, carry, push and pull to accomplish daily tasks associated with requirements of the position
- Must be able to perform job duties and responsibilities in all types of weather, ranging from extreme heat to cold, including rain and snow
- Must have the ability to walk and negotiate rough terrain while carrying necessary equipment to perform job duties
- Must have the ability to drive in all types of terrain and in all types of weather, including rain and snow
- Must have the ability to install and remove tire chains from vehicles
- Must be able to lift 25lb. maximum with frequent lifting and/or carrying objects weighting up to 10lb.

QUALIFICATIONS

EDUCATIONAL REQUIREMENTS

- Bachelor degree, emphasis in real estate law, land surveying or related field desirable

TECHNICAL REQUIREMENTS

- Computer literate with emphasis on Microsoft Office
- Functional knowledge of CAD/GIS systems software
- Knowledge of real estate law
- Knowledge of the California Subdivision Map Act
- Knowledge of easements and rights-of-way
- Knowledge of county planning department functions and activities
- Notary Public
- Proficiency in reading OSP engineering schematics
- Proficiency in reading OSP as-built prints
- Proficiency in reading record-of-survey maps and Assessor's Parcel information
- Current membership in a recognized Right Of Way Association
- Possesses and maintains a valid and unrestricted class "C" driver's license, with driving records that provides insurability under the Company's vehicle insurance carrier and within the guidelines of the Company

WORK EXPERIENCE

- 4 years as an OSP Technician, Line Assigner, CAD Operator, Real Estate Sales or Brokerage, or similar position, where duties correspond with the essential and periodic functions of this position

ENVIRONMENTAL CONDITIONS

GENERAL OFFICE CONDITIONS

Exposure to an air-conditioned/heated office environment with exposure to low noise levels from office equipment and voices. No exposure to notable hazards or unusual atmospheric conditions

OUTDOOR CONDITIONS

Exposure ranges from mild to extreme weather conditions, including heat, cold, humidity, rain and snow. At times, personal protective equipment and clothing are the only protection provided against the elements. There is also unavoidable exposure to plant and animal life that inhabit the area. Environments may also include crawl spaces and attics. These conditions range from wet, damp and cold to hot, humid and dusty

THIS POSITION PROFILE DOES NOT PROMISE OR IMPLY THAT THE ACCOUNTABILITIES LISTED ARE THE ONLY DUTIES TO BE PERFORMED OR THAT THE POSITION MAY NOT CHANGE, OR BE ELIMINATED. JOB TASKS AND RESPONSIBILITIES ARE NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY. THE REQUIREMENTS FOR THE POSITION ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL AND/OR ABILITY TO PERFORM DUTIES OF THE JOB. JOB TASKS AND RESPONSIBILITIES MAY BE ALTERED AT ANY TIME, WITH OR WITHOUT WRITTEN NOTICE. IN NO WAY DOES THIS DOCUMENT ALTER THE AT-WILL STATUS OF THE PONDEROSA TELEPHONE CO.

APPROVALS	
DEPARTMENT MANAGER:	DATE:
HUMAN RESOURCES MANAGER:	DATE: