



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Real Property Technician
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GENERAL PURPOSE

Under general supervision, performs a variety of technical and public contact activities associated with the acquisition or disposition of rights of way and property for water and wastewater utility facilities; provides for the annexation of lands into the District’s service area and improvement districts and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Real Property Technician performs specialized technical duties to support the District’s Real Property Program. Incumbents deal with property owners, public agency staff and the public in explaining real property and encroachment activities and may negotiate terms and compensation for entry, acquisition, or sale. Work entails the use of independent judgment and the application of knowledge regarding legal descriptions, real estate titles and appraisal, and the acquisition or sale of property and easements gained through experience.

SUPERVISION RECEIVED AND EXERCISED

Under the direct supervision of the Real Property Manager.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Prepares, processes and reviews legal descriptions, plat maps, easement documents, deeds, encroachments and other documents for accuracy and compliance with District standards; makes suggested corrections and returns to outside engineering firms for corrections.
- Conducts negotiations with property owners for the acquisition of rights of way, easements, construction easements, right of entry and other interests in real property; confers with legal to ensure that documents conform to legal requirements; drafts agenda items for Board approval of land purchases, land sales, and rights of way acquisition.
- Receives and processes recommendations regarding appraised value for acquisition of easements and fee parcels and determines which sewer or water easement.

documents apply; coordinates with the appropriate engineers; enters all data into the appropriate application or spreadsheet.

- Researches county assessor and other public records, including parcel maps, existing unrecorded easements, tract maps, and other documents, both manually and by computer, to ensure accuracy; researches rights of way that the District may have or need in the future.
- Researches requirements and coordinates the submittal of encroachment permits to public agencies. Tracks status and recurring costs related to said encroachments.
- Attends pre-job conferences, progress meetings, and other types of coordination meetings as support for Engineering, Field Engineering & Inspections. Coordinates with Field Engineering staff to ensure permit conditions are met when project is in construction.
- Coordinates meetings with District staff, consultants and contractors for water/sewer utility construction, traffic control and planning activities with other departments and outside agencies.
- Researches and composes correspondence in response to requests for non-interference letters received by the District.
- Performs activities associated with the formation and annexation of improvement districts; coordinates completion of procedural steps and requirements with property owners, Local Agency Formation Commission (LAFCO), Metropolitan Water District (MWD), the State Board of Equalization, the District and other interested parties; prepares Board letters and resolutions required in the formation and annexation process.
- Assists real property customers by researching status of easements; provides real property clearance to inspections to facilitate lot releases.
- Orders and follows up on title reports and other recorded instruments.
- May be responsible for the organization, safe-keeping, and retrieval of records describing existing property and easements and facilities occupying such property and easements.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Methods and techniques for property recordation and property record search.
- Federal, state, and local laws and regulations applicable to land and easement acquisition by public agencies, including condemnation and eminent domain proceedings.

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- Basic principles and practices of property and contract law, including preparation of sound legal descriptions; terminology, methods, and practices of land surveying; engineering mathematics, including trigonometry; manual and computer-aided drafting.
- Principles and practices of sound business communication; District rules and regulations and location of District facilities.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Use tact, initiative, prudence, and independent judgment within general guidelines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Ability to:

- Process technical data and legal requirements regarding real property and encroachment issues.
- Understand and apply federal, state, and local laws and regulations applicable to real property process. Read and interpret engineering drawings, sketches, and legal descriptions. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Research and accurately establish property ownership.
- Prepare clear, concise, and comprehensive documents and reports; communicate effectively orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow and apply written and oral work instruction; make sound independent judgments within established guidelines.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

Education:

- Graduation from high school or G.E.D. equivalent supplemented by college-level course work in engineering or a related field.
- And two years of experience performing technical engineering work in support of real property; or an equivalent combination of training and experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the

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essential functions.

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Periodic duties expose employees to outside weather conditions where the employee must walk over rough and uneven terrain. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	<i>June 20, 2023</i>
FLSA determination:	<i>Non Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Real Property Technician. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Number: _____

Employee Signature: _____