

GRICUA JOB DESCRIPTION



Right-of-Way Specialist

OPEN UNTIL FILLED

Department: Operations

Reports to: Operations Director

Eligible for Overtime: Yes

Work Schedule: Approved AWW schedule - 7:00 AM – 4:30 PM full schedule days; 7:30 AM through 4:00 PM short day & every other Friday off according to approved GRICUA work schedule; overtime as needed.

Travel: Local

Position Summary: The Right-of-Way Specialist is responsible for coordinating and acquiring rights-of-way, easements, land access, permits, and ordinance & compliance related activities associated with the Gila River Indian Community Utility Authority (GRICUA) managed utility systems. This position works closely with Community members, Tribal departments, Tribal leadership, utility customers, landowners, attorneys, surveyors, engineers, governmental agencies, and other stakeholders to acquire, document, maintain, and administer rights necessary for utility infrastructure and operations.

Essential Duties and Responsibilities:

- Coordinate and administer right-of-way and easement activities for electric, propane, transmission, distribution, substation, and other GRICUA utility projects.
- Research and verify property ownership, land status, easements, rights-of-way, leases, permits, and other property interests affecting GRICUA facilities and projects.
- Work with Tribal departments and Community members to identify and resolve right-of-way and access issues.
- Coordinate the acquisition, renewal, modification and release of easements and rights-of-way.
- Prepare, review, and maintain easement agreements, right-of-way documents, access agreements, permits, licenses, and related property documentation.
- Coordinate with GRICUA Engineering, Operations, GIS, Legal, and other departments regarding property and right-of-way requirements.
- Support GRICUA Engineering and Operations team by acquiring required permits, with appropriate Community and non-Community entities.
- Conduct property and land research using available Tribal, county, federal, and other applicable records and resources.
- Assist with legal descriptions, parcel information, maps, plats, surveys, and other documents related to utility rights-of-way.
- Coordinate property access for utility construction, maintenance, inspections, vegetation

management, emergency response, and other operational needs.

- Assist GRICUA GIS with maintenance of accurate records and databases of GRICUA easements, rights-of-way, access agreements, and related property interests.
- Ensure right-of-way documentation is properly executed, recorded, filed, and maintained in accordance with applicable laws and requirements.
- Assist in identifying potential property conflicts, encroachments, access concerns, and other right-of-way issues and work toward appropriate resolutions.
- Communicate with property owners and Community members regarding proposed utility projects, easements, access requirements, construction activities, and related property matters.
- Assist with negotiations involving easement rights, property access, compensation, and other right-of-way matters.
- Coordinate with Tribal departments and authorities to ensure required approvals are obtained before proceeding with land-related activities.
- Support utility construction and capital improvement projects by identifying right-of-way requirements early in the planning process.
- Coordinate with Cultural Resources, Environmental, Land Use, and other applicable Tribal departments to ensure GRICUA projects maintain compliance with Community Ordinances and Code.
- Maintain confidentiality of sensitive land, property, legal, and Community information.
- Prepare reports, correspondence, presentations, spreadsheets, maps, and other documentation related to right-of-way activities.
- Track project schedules, outstanding easements, approvals, negotiations, and other right-of-way milestones.
- Attend project meetings, site visits, Community meetings, and other meetings as needed.
- Represent GRICUA in a professional and respectful manner when interacting with Community members, Tribal officials, government agencies, contractors, and the public.
- Participate in on-the-job training programs as assigned.
- Strictly follow GRICUA accident prevention rules and safety policies, practices, and procedures of the organization.
- Perform other duties as assigned.

Tribal and Community Relations

- Demonstrate an understanding and respect for the sovereignty, governance, traditions, culture, and unique land ownership considerations of the Gila River Indian Community.
- Establish and maintain positive working relationships with Community members, Tribal departments, Tribal leadership, and Community entities.

- Approach land and right-of-way matters with cultural awareness, sensitivity, professionalism, and respect.
- Recognize that land-related matters may involve historical, cultural, and Community considerations beyond traditional property transactions.
- Coordinate with appropriate Tribal authorities and departments before initiating activities that may affect Tribal lands, resources, or Community members.
- Maintain a customer-service-oriented approach when working with Community members regarding property and utility projects.

Qualifications (Minimum Education/Experience/Skills/Knowledge):

Education

- Bachelor's degree in Real Estate, Land Management, Business Administration, Public Administration, Engineering, Planning, or a related field preferred; or
- An equivalent combination of education, training, and experience may be considered.

Experience

- Minimum of five (5) years of experience in right-of-way, real estate, land management, property administration, utility operations, land acquisition, or a related field.
- Experience working with easements, rights-of-way, land records, property documentation, or utility infrastructure.
- Experience working with Tribal governments, Tribal lands, Native American communities, BIA or other sovereign governmental entities is highly desirable.
- Experience negotiating easements, access agreements, leases, or other property interests.
- Experience using GIS, mapping, document management, or property management systems.
- Familiarity with federal, state, county, and Tribal requirements affecting utility rights-of-way.

Knowledge, Skills and Abilities

- Knowledge of right-of-way acquisition, easements, property ownership, land records, and utility infrastructure.
- Knowledge of principles and practices related to real property, land access, and property documentation.
- Understanding of the unique legal and administrative considerations associated with Tribal lands and Native American communities preferred.
- Ability to interpret deeds, easements, legal descriptions, plats, surveys, maps, and related property documents.
- Strong negotiation, communication, and conflict-resolution skills.

- Excellent interpersonal and relationship-building skills.
- Ability to manage multiple projects, deadlines, and priorities.
- Ability to maintain accurate and confidential records.
- Ability to communicate complex property and right-of-way matters in a clear and understandable manner.
- Proficiency with Microsoft Office applications, including Word, Excel, and Outlook.
- Experience with GIS or mapping systems preferred.
- Ability to work independently while also collaborating effectively with internal departments and external stakeholders.
- Ability to travel locally throughout the Gila River Indian Community and conduct field/site visits as required.
- Must be able to work respectfully and effectively with individuals from diverse backgrounds and perspectives.
- Drive and operate GRICUA vehicles.

Work Environment: Subject to both inside and outside weather conditions, extreme heat, storms, cold, noise, darkness, poor lighting, and isolation. May be periodically exposed to mechanical, electrical, and/or chemical hazards.

Disclaimer: The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. GRICUA reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees will be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by GRICUA as its discretion to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date: _____

GRICUA Representative