



## **JOB DESCRIPTION**

### **Position Title: Right of Way Supervisor**

*Date: June 4, 2026*

#### **FLSA Status**

Exempt

#### **Summary Statement of Overall Purpose/Goal of Position**

As a member of the Engineering Department, under the general supervision of the Engineering Manager, the Right of Way Supervisor performs various duties in support of Metro Water's property management, utility marking, survey, and GIS programs. Supervises Inspector/Locators and others as assigned. Engages with internal and external stakeholders which requires strong public relations skills to address non-routine issues that may involve in-depth discussion and/or persuasion to build consensus, resolve problems, and maintain cooperative working relationships.

#### **Essential Duties**

##### *Supervisory:*

- Develops and directs day-to-day activities and assignments of Inspector/Locators including Blue Stakes of Utah excavation requests, property and construction inspections and reports, and other related projects.
- Provides training and works with staff to develop and accomplish professional goals.
- Oversees employee performance, conducts evaluations/check-ins, and provides coaching and development opportunities.
- Addresses personnel issues, including grievances, conflict resolutions, work assignments, and corrective actions in accordance with Metro Water policy and consultation with the HR Manager.
- Provides recommendations and assists in employment-related decisions and compensation of department staff.
- Participates in forecasting of additional funds needed for staffing, equipment, materials and supplies.

##### *Property Management:*

- Develops and oversees budgets related to the right of way program. Follows appropriate processes, procedures, and policies for all department-related procurement activities.
- Ensures timely and proper response to Blue Stakes excavation requests.
- Works with Blue Stakes of Utah to ensure Metro Water infrastructure is appropriately mapped.
- Facilitates coordination between Metro Water and third parties concerning right of way activities.
- Interfaces and corresponds professionally and effectively with landowners, contractors, developers, cities, and utility companies regarding use of Metro Water property interests.
- Receives, evaluates, and responds to applications, questions, and requests for encroachment on Metro Water lands and easements.
- Prepares encroachment agreements and coordinates review with the Engineering Manager, legal counsel, and others as appropriate.
- Prepares written correspondence and reports on right of way matters.
- Provides routine technical and complex administrative support duties as needed to assist management and engineering in the discovery, assessment, and resolution of property issues.



- Determines appropriate value, negotiates terms as required, and prepares various legal contracts including purchase agreements, easement, deeds, etc. for review by the Engineering Manager and legal counsel.
- Works closely with the Facilities Supervisor on aqueduct corridor management including vegetation (e.g., trimming, tree removal) and access (e.g., fencing, gates).

#### *Utility Marking:*

- Manages, troubleshoots, and trains staff on subscriptions, software, and equipment utilized in the right of way program.
- Manages right of way inventory.

#### *Survey:*

- Participates in consultant selection and negotiates scopes of work and fees for survey projects.
- Manages survey consultants through all phases of work product including preparation of land titles, boundary maps, metes-and-bounds descriptions, annexation and withdrawal, ALTA and boundary surveys.

#### *Geographic Information Systems (GIS):*

- Participates in consultant selection and negotiates scopes of work and fees for GIS projects.
- Manages GIS consultants through all phases of work product including preparing standard operating procedures and processes, schema and other guidance documents; managing data storage and usage; and updating and ensuring accuracy in service area boundaries, property boundaries, easement interests, and infrastructure locations.
- Responds to GIS data requests.

#### *General:*

- Maintains files in an orderly, up-to-date manner and in compliance with state retention codes.
- Understands and enforces safety and health regulations that apply to Metro Water operations within their area of responsibility and all other duties assigned to supervisors as outlined in the Metro Water Safety Manual.
- Ensures department vehicles, equipment, and tools are maintained in a clean and organized manner.

### **Marginal Duties**

- Assumes the duties of an Inspector/Locator, as requested.
- Provides Inspector/Locator on-call services.
- Prepares reports for, attends, and presents at meetings, as requested.
- Performs other related duties as assigned.

### **Minimum Qualifications**

#### *Education and Experience:*

- Associate's degree in geographic information systems, surveying technology, or related field. Bachelor's degree or higher in engineering, planning, public administration, surveying, geographic information systems, or related field preferred. An equivalent combination of education may be substituted on a year-by-year basis.
- At least three years of public sector and job-related experience preferred.

#### *Certificates/Licenses:*

- Valid Utah driver's license.



## Knowledge

- Metro Water and applicable state and federal policies, specifications, and operating procedures.
- Advanced knowledge of methods and practices of right of way and construction processes.
- Familiarity with APWA Construction Inspection Manual (current edition).
- Functional knowledge of field surveying methods and techniques, including GPS and GIS.
- General construction techniques and practices applicable to construction of and around water supply infrastructure including pipelines, treatment facilities, pump stations, and storage facilities.
- Concepts of engineering design, surveying, Global Positioning System (GPS), and GIS.
- Understand and map property legal descriptions.
- Advanced knowledge of Blue Stakes of Utah and Metro Water marking procedures, marking tools and applications (e.g., ESRI Field Maps, ArcGIS Survey123, Trimble Mobile Manager), and ticket management systems.
- Program and people management skills.
- General safety measures and practices related to water utility and construction environments.
- Personal computers and professional software including word processing, spreadsheets, geographic information systems, e-mail, scheduling, and web-based applications (e.g., Bluebeam Revu, and ESRI ArcGIS Pro and Online.)

## Abilities/Skills

- Operate and read pipe locating equipment.
- Read, understand, and interpret engineering drawings and related construction documents.
- Strong managerial, leadership, coaching, critical thinking, problem-solving, and attention to detail.
- Negotiate and resolve conflicts professionally, balancing all parties' concerns with contractual interests and project objectives.
- Drive defensively and competently while avoiding hazards.
- Use good personal judgment and discretion in performing all job functions.
- Remain calm and respond effectively in emergency situations.
- Communicate effectively in written and verbal form with a diverse range of audiences including engineers, contractors, landowners, and the public.
- Maintain effective time, organizational, and file management practices.
- Consider the broader impact on Metro Water when making decisions.
- Demonstrate strong interpersonal skills and represent Metro Water professionally at all times.
- Adjust work schedule to accommodate assignments as needed.
- Take initiative, reason logically, and be creative in developing and introducing new ideas.
- Use discretion when handling and disseminating sensitive information.
- Provide and receive constructive feedback.
- Adapt to changing technologies and environments.
- Use office productivity (word processing, spreadsheets, collaboration, presentation) and work management software proficiently.
- Comply with proper health and safety practices, rules, and regulations.
- Work collaboratively across departments and openly share knowledge to improve processes, strengthen communication, and achieve organizational goals.

## Other Requirements

- Must maintain a cell phone for work use.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.



While performing the duties of this job, the employee is regularly required to perform repetitive wrist, hand, and/or finger movements; sit; talk; hear; feel attributes of objects; grasp; walk; reach with hands/arms; stand; and/or drive.

The employee is occasionally required to: push, climb, stoop, kneel, crouch, crawl, and/or balance.

The employee must lift weight or exert force as follows:

Regularly (over 70%):	1 to 10 pounds
Frequently (40% to 70%):	11 to 25 pounds
Occasionally (15% to 40%):	26 to 75 pounds
Rarely (less than 15%):	76 to 100 pounds

Specific vision abilities include:

- Clarity of vision at 20 feet or more and 20 inches or less and three-dimensional vision (ability to judge distance and spatial relationships).
- Identify and distinguish colors and adjust the eye to bring an object into sharp focus.
- Ability to see up and down or left to right while fixed on a point.

Concentrated attention is required during a typical workday in order to accomplish the essential duties of this position.

### **Working Conditions**

Working conditions require light and occasionally moderate-to-strenuous physical activity. Travel to and from various sites and training seminars is required. Moderate exposure to heat, cold, dampness, chemicals, fumes, dust, and noise. Occasional off-road driving and/or driving on unpaved surfaces. Frequent work performed in or near active roadways. Frequent exposure to stress as a result of human behavior and the demands of the position.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.