



REAL PROPERTY SPECIALIST

Arizona Water Company, a private utility serving customers throughout Arizona, is seeking a detail-oriented Real Property Specialist to join its Engineering Department in its Phoenix headquarters.

Under the direction of the Vice President-Engineering, the Real Property Specialist works with limited supervision in the design of Company infrastructure facilities; the development and creation of maps, exhibits, and legal descriptions; assist with real property acquisitions, property management and the disposal of properties.

Responsible for a variety of tasks and duties, which may include, but would not be limited to, the following:

- Design responsibilities include preparing and maintaining water system master plans and standard construction specifications and details; provide preliminary engineering for Company-funded water main extensions and relocations, booster stations and storage tanks; prepare site plans from field surveys of existing facilities; assemble, organize and write work authorizations for Company-funded projects.
- Development responsibilities include drawing and maintaining service territory maps; maintain mapping, geographic, engineering and real property information databases; update and maintain engineering records including plats, permits, record drawings; prepare legal descriptions from recorded documents for waterline easements; prepare quit claims for easements and/or real property; generate legal descriptions and exhibits for various governmental agency permits; prepare various exhibits for public/private hearings and public/private meetings; prepare exhibits and descriptions for the extension of Company service territory with the Arizona Corporation Commission.
- Real Property responsibilities include assisting with due diligence during the discovery period for the acquisition of real property; preparing exhibits for various real estate situations, including license agreements, master water facility agreements and real property acquisitions; prepare and maintain real property files after acquisition.
- Other responsibilities include assisting field personnel with map/data requests; assisting outside consulting firms or governmental agencies with copies of water system and service territory maps, inspecting Company and affiliated interest's real property and performs other related duties as assigned.

Required education, training and experience:

- Education: Must have either a minimum of two years of college civil or mechanical course work or six years' experience in the development, acquisition and maintenance of real property including writing legal description and design of water infrastructure, or an acceptable combination of the two.



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- **Experience:** Must have five years' experience as detail designer of waterline infrastructure with a public or private utility company. Must have knowledge of engineering design standards and principles; City, County and State of Arizona potable water design requirements; be able to effectively represent the Company with customers, government agencies, developers and contractors. Must be able to efficiently develop written correspondence and possess excellent organizational skills.
- **Physical Requirements:** Ability to perform repetitive physical activities, including walking, sitting, standing, bending, stooping, reaching, keyboarding and lifting up to 50 lbs. Must be able to make field surveys and site visits when necessary, requiring the use of personal or Company vehicle on Company business.
- **Professional Certification or Licensing:** Must have a valid Arizona driver's license with an acceptable driving record and possess personal insurance coverage.

The Company offers a competitive wage and benefit package, including company-paid medical, vision, dental, holidays and vacation, as well as participation in its 401(k).

Send detailed resume and employment application to awc-hr@azwater.com.