



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 the Phoenix Corporate Office.

Under the direction of the Engineering Manager, works with limited supervision to file and retain all information for all company owned real property, easements, licenses, permits, franchise agreements, and leases. Assists in real property acquisition by researching legal descriptions, zoning information, title reports, ALTA surveys, and other real property documentation for the purpose of constructing company water facilities.

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

- Reviews Work Authorizations, construction drawings, Right of Way documents, permits, parcels, and easements to ensure company has the right to construct facilities in the project location.
- Creates and updates a complete, accurate file on each parcel of company real property, leases, license agreements, franchise agreements, and permits.
- Reads and interprets recorded legal documents transferring ownership on real property and distinguishes the difference between the documents, including, but not limited to, agreements, pay-off deeds, and deeds to clear title.
- Initiates and reviews for accuracy ALTA surveys for property to be acquired by company.
- Initiates Environmental Site Assessment for property to be acquired by company.
- Reviews legal descriptions, plats, and ownership records for accuracy on newly acquired company property.
- Assists 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.
- Initiates escrow accounts for improvements and land purchased or sold by the company and works closely with escrow agents and others until account is closed.
- Perform other tasks and duties as directed.

Skills, knowledge, and physical requirements include, but are not limited to the following:

- Thorough knowledge of real property, right of way, easements, and franchise agreements.
- Demonstrated ability to communicate effectively, both verbally and, in writing.
- Ability to write legibly and maintain sufficient meeting notes for the preparation of interoffice and external correspondence.



ARIZONA WATER COMPANY

- Good reading skills and ability to quickly comprehend.
- Demonstrated ability with Microsoft Office Outlook, Word, Excel, and MS Project.
- Ability to interact with all levels of company employees, as well as contractors, outside vendors, public agency representatives, and the general public.
- Must be dependable, punctual, and have good attendance.
- Neat and presentable appearance.
- Ability to perform repetitive physical activities, including walking, sitting, standing, bending, stooping, reaching, keyboarding, and lifting up to 50 lbs.

Required education, training, and experience:

- Must be a high school graduate or equivalent.
- Five years of experience in property and right-of-way determination and acquisition, residential and commercial leasing, title examination, and real property management work, supplemented by courses in business law, real estate principles, or real estate appraisal.
- IRWA RWA membership/credential or obtain within six months of employment.
- Must have a valid Arizona driver's license with an acceptable driving record.

The Company offers a competitive wage and benefit package, including company-paid medical, vision, dental, holidays and vacation, sick leave, and 401(k).

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