



Chugach Electric Association, Inc.
Position Description
Right-of-Way Agent I

Summary

The Right-of-Way Agent I position will perform and assist in basic right of way land management activities, such as easements, leases, permits, negotiations, and researching and gathering records for public and private land, regarding the growth and development of Chugach Electric's operation. This position provides on-the-job training in electric utility applications.

Essential Functions

- A. Assigned right-of-way functions and perform under direction an increasing range and scope of right-of-way duties.
- B. Prepare easement documents and conduct negotiations to obtain easements for line extension distribution projects under the direction of the Right-of-Way Agent III.
- C. Compile and maintain records of easements/mapbook, plats, permits, leases, modifiers and other Chugach property interests both original and Land Services Management computer records.
- D. Prepare duties assigned per small system improvement or new business projects.
- E. Verify the ownership of property and other property interest necessary to accommodate Chugach's construction schedule.
- F. Review State, Municipal and Borough surveys and subdivision plats and identifies easement requirements.
- G. Review requests for Encroachment Permits and Letters of Non-objection from member-owners and prepare resolving documents.
- H. Prepare applications and acquisition of permits from the Federal, State, Municipal and Borough agencies.
- I. Record documents online and deliver/pick up documents as directed.
- J. Research and prepare instruments for easement release.
- K. Prepare notification of construction letters to property owners relative to scheduled construction or maintenance.
- L. Provide information to requesting parties regarding right-of-way policies or particular easement holdings.
- M. Investigate complaints from member-owners or other parties regarding property matters.
- N. Other duties as assigned.

Relationships

Internal

- Manager, Land Services: Report to, receive direction and assignment from; respond to requests for information

Reports To: Manager, Land Services	Department: Land Services	Location: Anchorage	Position Type: Full Time	pg. 1
FLSA Classification: Non-Exempt	Bargaining Group: N/A	Salary Grade: 6	Job Code: 3226	Effective: December 2024



Chugach Electric Association, Inc.

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- Other Right-of-Way Agents: Work with, exchange information and provide assistance as required.
- Land Services Coordinator: Provide direction and information relative to property interests, etc., as required.
- Other Chugach Departments: Provide information relative to property interests, as required.

External

- Bargaining Unit Representatives
- Member-Owners: Provide needed assistance and information through telephone conversation, email or personal contact.
- Federal, State, Municipal, and Borough Government Agencies: Consult and coordinate relative to various construction projects to assure compliance with applicable regulations.
- Consulting Firms: Coordinate and consult relative to proposed projects so as to ensure compatibility with existing and proposed facilities. Advise on availability of right-of-way for specific distribution projects.
- Professional Associations: Interact with other land service professionals to obtain up-to-date knowledge about current procedures and policies.
- Engineering/Survey Firms, Title Companies, Real Estate Agencies, Banks: Provide and explain Chugach Policy information relative to easement rights or property interests of Chugach.

Competencies

1. Must be proficient in land records research, public and private, and have the ability to gather and analyze real property data and maintain accurate records thereof.
2. Should be familiar with the laws and practices related to the acquisition of land and right-of-way for electric utility use.
3. Should be familiar with the source and nature of records and documents related to real property, and with property conveyance forms, instruments, methods and requirements.
4. Should have a working knowledge of land use regulations, Federal, State and Municipal. Knowledge of local geography helpful.
5. Ability to understand and write most legal land descriptions. Ability to locate land from survey markings.
6. Ability to perform basic math computations.
7. Ability to acquire permits from governmental agencies.
8. Ability to work effectively with the general public in the acquisition of easements and to provide information relative to Chugach plans and their effects on individuals and community.
9. Ability to effectively coordinate between consumers possessing varying amounts of knowledge and experience, and a diverse group of Chugach employees.
10. Must possess good written and oral communication skills.
11. Ability to coordinate work with other departments and maintain cooperative relationship.

Reports To: Manager, Land Services	Department: Land Services	Location: Anchorage	Position Type: Full Time	pg. 2
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- 12. Must be proficient in use of personal computers and use of work processing, spreadsheet, and database software.
- 13. Must be able to serve as Notary Public.

Supervisory Responsibility

This position does not have any supervisory responsibilities.

Work Environment

Most of the work will be performed in a standard office environment. Some fieldwork is required. Evening and weekend meetings or appointments occasionally required. Must possess a valid Alaska driver's license.

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Signatures

Reviewed and approved by:

[Handwritten Signature]

12/23/2024

Date _____

VP, Engineering

Katie Millen

12/23/2024

Date _____

VP, Human Resources

Reports To: Manager, Land Services	Department: Land Services	Location: Anchorage	Position Type: Full Time	pg. 4
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Minimum Qualifications and Experience

Education

High school diploma or equivalent, required. Bachelor's degree in related field, preferred.

Experience

Two (2) years of right-of-way experience with land titles, real estate, real property law, land planning, development, or disposal, required. Experience in negotiating for the acquisition of property or easement interests of an electrical utility, preferred. Experience working in a union environment, preferred.

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