

## JOB DESCRIPTION

**Job Title:** Manager II (Various)  
**Working Title:** Right-of-Way and Utility Manager  
**FLSA Status:** Exempt  
**Salary Grade:** 10

### PURPOSE OF POSITION

The Right-of-Way (ROW) and Utility Manager is a pivotal role responsible for overseeing and managing all aspects related to acquiring, managing, and maintaining rights-of-way and utility easements for various Southern California Optimized Rail Expansion (SCORE) infrastructure projects. This includes securing the necessary land rights, coordinating utility relocation, and ensuring compliance with all legal and regulatory requirements. The manager acts as a primary liaison between Southern California Regional Rail Authority (SCRRA) and its member agencies and property owners, legal counsel, and other stakeholders.

### DISTINGUISHING CHARACTERISTICS

This is the senior level of the Manager (various) series. At this level, incumbents typically independently represent the organization; serve as a subject matter expert who possesses highly specialized knowledge, skills, abilities, and experience; are responsible for a specialty program area that has a major impact on the organization

### SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from departmental management
- First-line supervisor responsibility

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.*

- Manage the acquisition of easements and rights-of-way for the SCORE Program.
- Manage property research, including title searches and land appraisals, to determine ownership and limitations.
- Negotiate with property owners to acquire property rights, easements, and leases, including resolving potential disputes and utilizing eminent domain procedures when necessary.
- Coordinate and support the Member Agency during condemnation proceedings.
- Coordinate the planning and execution of utility relocations with public and private utility owners to accommodate construction projects.
- Ensure compliance with all applicable federal, state, and local laws, regulations, and codes pertaining to right-of-way and utility activities.
- Review and approve engineering plans, and specifications related to right-of-way projects and utility installations or relocations.
- Manage budgets, allocate resources, and oversee project schedules for right-of-way and utility-related activities.



- Prepare and present reports, agreements, legal documents, presentations and other forms related to land acquisitions and utility easements.
- Supervise and oversee consultants involved in right-of-way activities.
- Act as a primary point of contact for stakeholders, including contractors, designers, government agencies, and the public, regarding right-of-way and utility matters.
- Maintain accurate records related to property acquisitions, easements, and utility infrastructure.
- Assist in managing various aspects of the disposition of land rights.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

## MINIMUM QUALIFICATIONS

### Education and Experience

- A Bachelor’s Degree in real estate, civil engineering, land management, public administration, or a related field.
- A minimum of six (6) years of experience in right-of-way acquisition and management, including supervisory experience.
- A combination of training, education, and or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- Valid Class C Driver’s license with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years

### Preferred Qualifications

- International Right of Way Association (IRWA) issued certifications

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Regulatory frameworks and compliance practices related to right-of-way and utilities
- Thorough understanding of property laws, real estate principles, and negotiation techniques

#### UtilitySkilled In:

- Strong leadership, team management, and problem-solving capabilities
- Using relevant software and project management tools
- Strong negotiation, communication (oral and written), and interpersonal skills

#### Ability to:

- Manage budgets, allocate resources, and monitor project schedules.
- Interpret engineering and survey drawings, legal documents, and land records.

## PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery



- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

### **Working Conditions**

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

*Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Last Updated: October 2025

