



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PRINCIPAL REAL ESTATE REPRESENTATIVE

<b>Group-Section:</b> Real Property Group	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 55 <b>Job #:</b> 275
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### JOB SUMMARY

Acts as a lead within a real estate discipline. Real Estate disciplines include acquisition, disposition, appraisal, property management, relocation, and title.

### OVERSIGHT

**Oversight Received:** Receives direction from the Team, Unit, Section, or Group Manager.

**Oversight Given:** May exercise technical and/or functional direction over assigned staff.

### JOB DUTIES

1. Plans and directs real estate activities undertaken in the planning, design, development, implementation, and maintenance of projects.
2. Acts as a real estate project manager on large or unique projects.
3. Leads and coordinates the work of real estate representatives and other technical staff.
4. Participates in the administration of an organization by consulting with, advising, and assisting management in carrying on the operation of the organization.
5. Determines real estate requirements and resources to assure successful planning, scheduling, and completion of capital and other projects.
6. Provides technical expertise in support of capital and other projects to ensure project quality. Coordinates with other District staff, and regulatory and local government agencies on real estate requirements for existing and proposed real estate projects to ensure that compliance issues and Metropolitan's interest and needs are met.
7. Develops and/or reviews plans, specifications, technical reports, and documents generated by project participants to ensure accuracy and work products meet all Metropolitan and external standards for quality, technical integrity, and compliance with applicable policies, rules, regulations, and laws; and provides technical expertise.
8. Researches, develops solutions, and implements corrective action on a wide variety of technical projects to ensure that program objectives are met.
9. Plans, develops, and monitors scope, quality, budget, and schedule within area of responsibility to ensure the most efficient use of resources, adherence to established plans, and accurate and timely reporting, accounting, tracking, and control of budgetary information.

10. Coordinates with the General Counsel on litigation support requirements for condemnation for permanent and temporary property rights, evictions, contractual compliance involving real property, personal injury suits, and support for a variety of other legal proceedings. Provides trial documentation and witness testimony for legal actions pertaining to eminent domain, trespassing, encroachment, and other related property matters.
11. Negotiates terms of agreements under authority granted by Metropolitan; develops options; analyzes proposals and alternatives; and drafts language, policies, and agreements.
12. Plans and implements recommendations concerning damages claims, tax protests, encroachments, relocation payments, loss of goodwill payments, eminent domain, and other real property actions.
13. Plans and directs planning, acquisitions, negotiation, property management, transfer, due diligence, sale, and disposal of real property.
14. Directs professional services and consultants. Develops scope of work, evaluates responses, conducts scoping and pre-submission conferences, reviews submittals, and recommends award of agreement.
15. Prepares and presents reports on project status to the Board, management, stakeholders, outside agencies, and the public.
16. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university with a major in real estate, business administration, urban planning, or a related field and eight years of increasingly responsible experience, of which two years must have been at the Senior Real Estate Representative level; or a Master's degree from an accredited college or university in a related field and six years of relevant experience, of which two years must have been at the Senior Real Estate Representative level.

**Required Knowledge of:** Project Management methods and techniques; principles and practices of real estate appraisal, valuation of partial acquisitions, and appraisal theory for private and publicly owned properties; real property development; physical, legal, and economic aspects of easements; property descriptions; principles and practices of real estate management; real estate market analysis and finance; real estate marketing and environmental processes as they pertain to real estate; environmental awareness of potential issues and mitigation measures; environmental due diligence; right of way, engineering drawings, and survey; standards of professional practice and code of conduct for right of

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way agents; all major aspects of land and property management functions; urban land development; negotiation strategies for collaborative solutions to maximize successful outcomes; negotiation techniques and alternative dispute resolution; title research practices; escrow theory and practice; project planning; project management; principles of real estate law, including eminent domain and title, relocation rules and regulations; relevant federal, state, and local laws, codes and regulations such as contract law, land use controls and environmental matters specifically, but not limited to Surplus Lands act, National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA); California Code of Civil Procedure, Title 7 on Eminent Domain Law and California Government Code Title 1 on Relocation Assistance; principles of engineering within the right of way profession; and Metropolitan facilities and operations.

**Required Skills and Abilities to:** Plan and organize the work of a project team; resolve complex technical problems; train and mentor staff; negotiate; encourage and facilitate cooperation; provide strategies for collaborative solutions; exercise independent judgment and discretion; use real estate, business, and project management applications and equipment; and communicate clearly and concisely, both verbally and in writing on administrative and technical topics; apply mathematics; read and interpret maps, legal descriptions and other geographic information; make presentations; facilitate meetings; problem solve; prioritize and multi-task; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position will be required to maintain the following certifications, licenses, and registrations:

#### **Certificates**

- Valid Right-of-Way Agent designation (Right-of-Way-Agent, Right-of-Way-Professional, or Senior-Right-of-Way-Agent) with the International Right-of-Way Association

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

For California Appraiser Positions:

- Certified General Appraiser License

#### **Registrations**

- None

#### **Desirable Qualifications**

- Certified Commercial Investment Member (CCIM) designation with the CCIM Institute
- California State Licensed Real Estate Broker

Job Title: Principal Real Estate Representative

Job Code: 275

Adopted: 04/27/05

Effective: 6/26/22

Revised: 11/15/22

Supersedes: 05/08/12

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**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements.