

Right of Way Agent

Position Summary

The Right of Way Agent is accountable for insuring that all facilities are legally placed and protected with correct and accurate right of ways and permits. This includes creating legal descriptions, preparing drawings and acquiring new easements, submitting applications for government permits and reviewing easements and permits with property owners and jurisdictional agencies including the prompt and orderly execution and recording of all documents. Performs duties only under general supervision and requires specialized training, experience, and knowledge. Must exercise discretion and independent judgement, on behalf of the Engineering Department and the Company, when investigating, gathering, and summarizing information. Access and exposure to highly sensitive documents, materials and conversation requires strict confidentiality on the part of the Right of Way Agent.

Key Responsibilities

- Research property ownership and maintain accurate easement and right-of-way records.
- Prepare and review easement and right-of-way documents, including drawings and legal descriptions.
- Negotiate and acquire easements while working directly with property owners to resolve issues and concerns.
- Submit and manage permit applications with local, state, and federal agencies (e.g., BLM, USFS, BIA, National Park Service, county agencies).
- File and record easements, permits, and related documents with appropriate agencies.
- Serve as a company Notary Public for easements, contracts, and rights-of-way.
- Collaborate with engineering staff to confirm property lines, existing easements, and project details.
- Communicate project notifications and updates to property owners and stakeholders.
- Prepare regular status reports for management and maintain up-to-date records and files.
- Assist with utility relocations, cable verifications, and easement coverage reviews.
- Foster positive working relationships with property owners, contractors, and government agencies.

Qualifications

- Bachelor's degree, emphasis in real estate, law, land surveying or related field desirable.
- Knowledge of real estate law, easements and rights-of-ways including County, State and Federal agencies' functions and permitting processes.
- Functional knowledge of CAD/GIS systems software, and proficiency in reading OSP Engineering schematics, and construction prints.
- Notary Public
- Valid Driver's License required with no restrictions



About Us

At Ponderosa Telephone, we are committed to fostering communication and integrity. Every day, we approach our work with optimism, joy, and a passion for connecting communities. As a family-owned business, we work together to empower generations and help shape the future of telecommunications.

Why Join Us?

Generous Benefits: Although we are a small, family-owned business, we offer an extensive benefits package that rivals major corporations in the telecommunications industry. Many of our employees find the benefits to be incredibly generous.

Strong Relationships: At Ponderosa the size of our business allows for easy relationships with supervisors and coworkers. Our team quickly develops a strong sense of belonging and mutual respect.

Work-Life Balance: We understand the importance of balance. Most employees find that scheduling and using time off is simple and flexible.

Supportive & Fun Work Environment: We foster a workplace where team members respect one another but also enjoy having fun while getting the job done.

Impactful Work: Ponderosa is at an exciting, pivotal point as we expand our services and push the boundaries of technology. The opportunity to drive high-speed rural broadband services is vital, especially in today's world, where reliable internet is essential for connecting people, enhancing education, boosting local businesses, and providing services to underserved areas. It's not just about providing internet—it's about changing lives and connecting the future.

How to Apply

Interested candidates are encouraged to apply by submitting their resume and a cover letter to hr@ponderosatel.com. We look forward to hearing from you and potentially welcoming you to our team!

Ponderosa Telephone is an Equal Opportunity Employer.

Location: O'Neals, CA (On-Site)

Employment Type: Full Time/Exempt

Work Schedule: Monday-Friday; 8:00am to 4:30pm

Salary: \$51,500 - \$113,000; DOE