



P.O. BOX 278 · 800 WEST HWY 40 · ROOSEVELT, UTAH 84066 · 435-722-5400

POSITION DESCRIPTION
Moon Lake Electric Association, Inc.

POSITION TITLE: Right-Of-Way Agent

APPROVED:

DEPARTMENT: Legal

General Manager

Yankton Johnson

POSITION GRADE: TBD Based on qualifications

Department Manager

[Signature]

DATE REVISED: 09/01/2026

Supervisor/Foreman

[Signature]

OBJECTIVE:

To obtain the legal right for construction crews to build lines, substations, or other facilities needed to expand or improve electric power generation, transmission, or distribution to consumers.

REPORTS TO: Legal Administrative Advisor

SUPERVISES: None

The **ESSENTIAL JOB FUNCTIONS** for this position include:

1. Researches, or may assist the research of, land ownership records from city, county courthouses, federal agencies, state agencies, and Bureau of Indian Affairs records for proposed construction sites. Must be able to stay abreast of all current state, federal, and tribal regulations and future changes being proposed. Prepares and organizes abstracted information into new right-of-way files.
2. Under the guidance of the Legal Administrative Advisor may negotiate with and procure from landowners, trustees, or regulators - the purchase, lease, permit, or easement of lands within the financial parameters set by the Cooperative. Responsible for ensuring that all state and federal cultural resource studies are performed and submitted to the appropriate agency, and permit stipulations are implemented at time of construction.
3. May assist with the preparation of condemnation papers and process.
4. Works in a collaborative effort with oil and gas producers to ensure right-of-way and/or joint use, where possible.
5. Prepares applications for leases and rights-of-way from public, state, and federal agencies including the Bureau of Indian Affairs officials.
6. Communicates and corresponds with consumers, property owners, and various state and federal agencies in a professional manner.
7. Tracks progress and completes work on various projects taking place concurrently.



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8. Aids with Ute Tribe Right-of-Way projects, BIA easement requirements, UTERO Application, Access Permit, and other Tribal matters.
9. Assist with real estate purchase transactions, zoning matters, GIS documentation, prepares legal descriptions, and corresponding materials.
10. May track agreements, leases, special contracts, and franchise agreements, ensuring that timely negotiations take place in order to keep agreements effective at all times. Special contracts include: (a) plat surveys, (b) cultural surveys, (c) paleontological survey, and (d) land appraisals.
11. Under the guidance of the Legal Administrative Advisor may work with Engineering Staff to select transmission line routes and future substation sites, as well as negotiates and purchases the parcels for such projects in a timely and efficient manner.
12. Helps to ensure that all right-of-way easements, contracts, and other documents are recorded and filed at the appropriate county courthouse.
13. Under the guidance of the Legal Administrative Advisor may work with Operations Staff to research landownership, communicate with landowners, and resolve disputes concerning MLEA Vegetation Management efforts.
14. Prepares, mails, and tracks right-of-way easements, right-of-way maps, and all other associated right-of-way documentation and correspondence.
15. May maintain right-of-way journal entries, ensuring that files are up-to-date and accurate at all times. Responsible for scanning and ensuring the accuracy of all appropriate MLEA right-of-way documentation in data bases.
16. Assist and prepare materials for public input meetings, board meetings, governmental hearings, and other meetings as required.
17. Performs all other duties as required.

POSITION CHARACTERISTICS

A. Fair Labor Standards Act Provisions

The position of Right-of-Way Agent is a non-exempt position under the provisions of the Fair Labor Standards Act and is subject to the Cooperative's policies and procedures pertaining to overtime hours and premium pay.

B. Minimum Qualifications

Education: Associates Degree in a related field or equivalent job-related experience is preferred.



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In Addition To

Experience: 2-3 years of experience in (a) landman roles, (b) title companies, (c) county recording offices, or (d) civil engineering is highly preferred. A basic understanding of property values, real estate terminology, legal requirements, and state and federal agency regulations is required.

Preference will be given to candidates with the education and experience stated herein.

In Addition To

Abilities: Must be proficient in Microsoft Office Suite. The candidate must possess effective communication skills for interacting with MLEA board members, the management team, coworkers, and cooperative members. Must be able to meet and deal tactfully with the public, government agencies, and the Ute Tribe representatives. Must be able to work with minimal supervision and complete tasks in a timely fashion.

C. Essential Physical and Mental Demands

Physical: Position requires limited physical effort with some lifting or small physical exertion. There are frequent opportunities to relax from any physical exertion or to change position in work activities.

Mental: Employee often works with groups of people with diverse viewpoints and must be persuasive in presenting information and ideas.

Working Conditions: Work is performed both inside and out, although not usually outside in inclement weather.