



Continental Divide Electric Cooperative, Inc. Grants Office is now accepting applications for the position of **Right-of-Way Assistant**. Application can be found on our website at cdec.coop. Please submit application and resumes to rgalindo@cdec.coop or fax to 505-287-2234. Application will be taken until position is filled.

JOB RESPONSIBILITIES:

Assigned right-of-way functions and perform under direction an increasing range and scope of right-of-way duties. Prepare easement documents to obtain easements for line extension distribution projects. Compile and maintain records of easements, plats, permits, leases, modifiers, and other right-of-way interests of the Cooperative. Prepare renewal packets for existing rights-of-way. Verify the ownership of property and other property interest necessary to accommodate CDEC's construction. Review State, Municipal and Tribal surveys and subdivision plats and identifies easement requirements. Review requests for Encroachment Permits from member-owners and prepare resolving documents. Prepare applications and acquisition of permits from the Federal, State, Municipal and Tribal agencies. Record documents in person or online and deliver/pick up documents as directed. Research and prepare instruments for easement release. Prepare notification of construction letters to property owners relative to scheduled construction or maintenance. Provide information to requesting parties regarding right-of-way policies or easement holdings. Investigate complaints from member-owners or other parties regarding property matters. Other duties as assigned.

Must possess a valid New Mexico driver's license.

Continental Divide Electric Cooperative is an Equal Opportunity Employer.