

Senior Right of Way Agent

This full-time position reports to the Construction Services Manager and is located at the Electric Center, 1200 Fort Vancouver Way, Vancouver.

WHAT YOU WOULD DO:

This position reports to the Construction Services Manager and is located at the Ed Fischer Operations Center. Working hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. This position is responsible for routine right-of-way projects and advanced specialized work in the acquisition and control of property for right-of way purposes by doing the following:

- Preparing legal land use documents related to electric and water construction projects for District facilities on private and public properties in Clark County.
- Negotiating, analyzing, researching and drafting easements, permits, lease agreements, deeds, purchases/sales and real estate contracts, franchises and other real property instruments.
- Researches property sales and values, reviews appraisals and prepares opinions of value for the acquisition or sale of district property
- Reviews and maps legal descriptions from survey notes, determines ownership of properties and advises as to what easement rights are in place or necessary.
- Analyzes and assists in resolution of property issues, disputes and easement validity.
- Assists in acquiring public agency permits and variances for the construction of electric (overhead and underground) and water facilities including railroad and WSDOT crossings.
- Processes and Records land use documents/permits with appropriate agencies and document management system.
- Provides support and guidance to Design Engineers and Planners from the electric and water utilities on easement acquisition and real property issues.
- Serves as liaison with public and private agencies (County/State/Federal) with jurisdiction concerning easements, permits, surveys for electric and water facilities and District facility locations.
- Assists walk-in, telephone and on-site customers with easements, permits, lease agreements, deeds and other property related inquiries and questions.
- Consults with General Counsel on matters requiring legal interpretation, such as condemnation through eminent domain, and prepares associated legal documents.
- Excellent communication skills: verbal, written and electronic correspondence.

QUALIFICATIONS:

Associates degree (A.A.) or equivalent and five years' experience as a Right-of-Way Agent or Land Management Agent required. Notary Public for the State of Washington or the ability to obtain. Ideal candidates will have an electric utility background with a minimum of two years of applicable experience working with electrical distribution/transmission engineering and/or construction. Experience in Microsoft Office products including Word, Excel and Access required. Knowledge and ability to interpret technical drawings and maps required. SRWA designation from the International Right of Way Association is preferred. Must be customer service focused and have outstanding interpersonal skills, creative, flexible, team-oriented and able to work with minimal supervision.

HOW TO APPLY:

Clark Public Utilities offers excellent benefits, an attractive wage, and company incentive programs. For confidential consideration, please forward your resume with cover letter via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

*At Clark Public Utilities, we are committed to being a place
where a diverse mix of talented people want to come, to stay
and do their best work.*