



Senior Right-of-Way Agent

This full-time position reports to the Construction Services Manager and is located at the Operations Center, 8600 NE 117th Avenue, Vancouver, WA 98662.

WHAT YOU WOULD DO:

This position is a sole support role, addressing all Right of Way issues for the utility and is responsible for both routine right-of-way projects and advanced specialized work in the acquisition and control of property for right-of way purposes.

- Research, review and map legal descriptions from survey notes, determine ownership of properties and advise as to what easement rights (tapping, ingress/egress, etc.) are in place or necessary.
- Prepare legal land use documents related to electric and water construction projects for District facilities on private and public properties in Clark County.
- Negotiate, analyze, research and draft easements, permits, lease agreements, deeds, purchases/sales and real estate contracts, franchises and other real property instruments.
- Research property sales and values, review appraisals and prepare opinions of value for the acquisition or sale of district property
- Analyze and assist in resolution of property issues, disputes and easement validity.
- Assist in acquiring public agency permits and variances for the construction of electric (overhead and underground) and water facilities including railroad and WSDOT crossings.
- Process and record land use documents/permits with appropriate agencies and upload/index into the utility document management system.
- Organize, manage, track and report on multiple projects and requests simultaneously through their various stages as they relate to ROW.

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, surveys and property legal description 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.