

Real Estate Rep

Date: Dec 7, 2021

Job ID: 2284

Location:

Burlington, WA, US, 98233

Puget Sound Energy is looking to grow our community with top talented individuals like you! With our rapidly growing, award winning energy efficiency programs, our pathway to an exciting and innovative future is now.

PSE's Planning team is looking for qualified candidates to fill an open **Real Estate Rep** position!

Job Description

Independently manages real estate activities on all but the most complex company-generated and New Customer Construction (NCC) projects. Uses public and company records to research and determine ownership, operating rights, and other real property issues. Prepares legal descriptions and appraisal reports. Prepares correspondence and advanced real estate documents (i.e. easements, deeds, permits, consent agreements, etc.). Negotiates, obtains, interprets and defends PSE's operating rights on public/private property. Responds to internal and external customers regarding any real estate issues.

Upholds the safety compliance standards inherent in PSE's operating and/or field procedures related to work responsibilities. Promotes and supports a culture of total safety.

Job Responsibilities

- Independently coordinates real estate activities with PSE's service providers and project teams.
- Prepares, reviews and interprets legal documents and correspondence for all real estate activities.
- Performs research and analysis of public and company records, and conducts field inspections.
- Prepares, orders, reviews and interprets complex appraisal reports.
- Reads, creates and interprets real property legal descriptions.
- Prepares, issues, and renews Limited Use Permits/Consent Agreements.
- Negotiates with landowners, attorneys, etc. to acquire/dispose of operating rights for PSE, including easements, permits, licenses, and consents.
- Represents PSE's interests with customers and governmental agencies.
- Responds to internal and external customer real estate inquiries.
- Provides cost estimates for project budgeting purposes.
- Coordinates contractor/vendor real estate activities including surveying, mapping, title, appraisal, negotiation, legal and brokerage services.
- Resolves encroachments and other legal challenges involving PSE's real estate interests.
- When necessary, participates with PSE's legal counsel in litigation processes, including condemnation.
- Performs other duties as assigned.

Minimum Qualifications

- High school diploma or equivalent, and valid driver's license.
- 2 years relevant work experience in acquisition/management/transfer of land rights needed for utility or transportation infrastructure.
- Excellent written and verbal communication skills.
- Basic computer and software skills.
- Demonstrated understanding of appraisal, engineering, law and negotiations principles/terms.
- Experience and demonstrated skills with real property legal descriptions, appraisals, title research, and engineering drawing interpretation.

Desired Qualifications

- Experience with Gas and Electric Utility systems.
- Strong negotiation skills with proven track record of successful acquisition work on projects.
- BA/BS degree in Business Administration or related field or equivalent experience.
- Strong working knowledge of PSE gas/electric systems, procedures and internal contacts.
- Knowledge of specialized permit requirements (i.e. railroads, WSDOT, etc.).
- Successful completion of IRWA courses 100, 201, 421, and 902 or equivalent.

Additional Information

Families and businesses depend on PSE to provide the energy they need to pursue their dreams. Our steadfast commitment to serving Washington communities with safe, dependable and efficient energy started in 1873. Today we're building the Northwest's energy future through efforts like our award winning energy efficiency programs and our leadership in renewable energy.

At PSE we value and respect our employees and provide them opportunities to excel. We offer an expansive pay package that includes competitive compensation, annual goals-based incentive bonuses, comprehensive benefits, 401(K), a company paid retirement pension plan, and an employee assistance and wellness program.

Puget Sound Energy is committed to providing equal employment opportunity to all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation, gender identity, marital status, veteran status or presence of a disability that with or without reasonable accommodation does not prevent performance of the essential functions of the job, or any other category prohibited by local, state or federal law.

Should you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact the Human Resources Staffing department at jobs@pse.com or 425-462-3017.